

# TEMPLE UNIVERSITY

## BOARD OF TRUSTEES

### POLICIES AND PROCEDURES MANUAL

**Title:** Research Incentive  
**Policy Number:** 02.52.11  
**Issuing Authority:** Office of the President  
**Responsible Officer:** Provost

**Date Created:** July 1, 2009  
**Date Last Amended/Reviewed:** July 1, 2009  
**Date Scheduled for Review:** January 2014  
**Reviewing Office:** Senior Vice Provost for Research and Graduate Education

#### **Scope of Policy & Rationale:**

This policy aims to stimulate external research funding, with the ultimate goal of advancing the university's national standing among research universities. In order to provide incentives for investigators, departments, schools, and the senior university official responsible for the university's research office to work cooperatively towards this goal, the university will allocate general budget funds to them as outlined below.

#### **Definitions**

The term "recovery" means indirect costs actually recovered during the previous fiscal year for a particular project.

The term "school" means colleges and other budget units to which departments report directly.

The term "department" means budget units such as centers and institutes.

#### **Policy Statement**

##### **I. Allocations**

1. The total amount of recovery to be allocated on the basis of each project will be equal to forty seven percent (47%) of such recovery.
2. Recovery will be allocated as follows:
  - a. Thirty six and one-half percent (36.5%) of the recovery, in the aggregate, to the school(s) through which the project proposal was submitted;

1. In his or her discretion, the applicable dean may further allocate any portion of the recovery allocated to his/her school to the school's investigators and departments for a period of up to three years. The dean may modify these allocations at any time, and may extend or renew them at the conclusion of the three-year term. All such allocations, modifications, extensions and renewals must be in writing and signed by the dean, with a copy provided to the senior university official responsible for the university's research office
  2. All grants that are active on June 30, 2009 will continue to be governed under the provisions of the previous version of the Research Incentive Policy. Specifically, investigators with active grants on June 30, 2009, will continue to receive ten percent (10.0%) of the Recovery, as was the case under the previous version of the policy.
  3. The above recovery allocation rules apply to competing and non-competing renewals.
- b. Ten and one-half percent (10.5%) of the recovery to the senior university official responsible for the university's research office. Two percent (2.0%) of the recovery allocated to the senior university official responsible for the university's research office is to be used to support the university's research infrastructure and to enhance faculty start-up packages.
3. An additional allocation will be made to support the university's research infrastructure and to enhance the faculty start-up packages in any year in which the total amount of recovery for all projects throughout the university exceeds a base of \$15,778,000 (the "total recovery base"). Such additional allocation shall be five percent (5%) of the amount by which the total amount of recovery throughout the university exceeds the total recovery base.
  4. The allocations to investigators who have left the university (but not the allocations to their departments or schools) will go to the senior university official responsible for the university's research office.
  5. For each project that involves more than one investigator, the investigators' allocations will be shared as agreed upon in writing by all investigators on the project at the time the proposal is submitted, or as the senior university official responsible for the university's research office determines in its discretion in the absence of such a sharing agreement. Sharing among departments and among schools will parallel the sharing among investigators.

## II. Use of Allocations

1. Recipients are required to use their allocations in a manner that is consistent with the goal of this policy. Departments and schools are further required to use their allocations, as may be necessary, to establish and maintain appropriate support

systems that will assist their investigators in locating external funding opportunities, in preparing and submitting proposals, and in administering any ensuing awards.

2. Recipients are expected to use their allocations in part to provide cost-sharing on research proposals, thus shifting the power to make most research investment decisions to investigators, departments and schools.
3. Recipients are encouraged to pool their allocations, as they may deem appropriate, to take advantage of external opportunities or to undertake new research initiatives not otherwise possible, particularly interdisciplinary research involving more than one department or school. The senior university official responsible for the university's research office is responsible for working cooperatively with multiple recipients to achieve the goal of this policy.
4. Use of allocations is subject to all applicable university policies, particularly those pertaining to research. Use of department allocations is also subject to prior review and approval by the applicable dean(s), which approval must not be unreasonable delayed or denied. In no case may recovery allocated under this policy be used for extra salary or other compensation of the faculty whose grants have generated the recovery.
5. The dean and the senior university official responsible for the university's research office may require investigators to submit a spending plan once their accumulated recovery balances reach \$100,000.

## **Procedures**

1. By September 1 of each year, each department will provide its dean with a written report analyzing its use of allocations during the previous fiscal year, describing its plans for using any unspent funds from the previous fiscal year, and providing estimated allocations for the current fiscal year.
2. By October 1 of each year, each school will provide the senior university official responsible for the university's research office with a written report analyzing the use of allocations by it and its Departments during the previous fiscal year, describing its plans for using any unspent funds from the previous fiscal year, and providing estimated allocations for the current fiscal year.
3. By November 1 of each year, the senior university official responsible for the university's research office will provide the provost with a report analyzing the use of allocations by it and its departments during the previous fiscal year, describing its plans for using any unspent funds from the previous fiscal year, and providing estimated allocations for the current fiscal year.

4. By December 31 of each year, with the approval of the provost and the controller, the senior university official responsible for the university's research office will transfer all allocations to the recipients' research incentive accounts.

## **Notes**

### **1. Dates of official enactment and amendments:**

Approved by the president in cabinet on December 8, 1998. Amended by the president on April 4, 2002. Amended policy effective July 1, 2002. Amended July 1, 2009.

### **2. History:**

This policy was formerly designated as Presidential Policy Statement No. I-32.

The July 1, 2009 amendment revised the formula for allocation of Indirect Cost Recovery, reducing the department share from 16.5% to 0%, decreasing the investigator share from 10% to 0%, increasing the school or deans share from 10% to 36.5%, increasing the senior university official responsible for the university's research's share from 6.5% to 10.5% and including the 2% allocation in support of infrastructure into the senior university official responsible for the university's research's allocation.

The July 2009 amendment also provided for a spending plan from investigators once their accumulated recovery balance reached \$100,000.

This policy was revised November 2010 to update outdated terminology.

### **Initial Policy Effective Date:**

July 1, 2009

### **Supersedes:**

Research Incentive Policy, 02.52.11, effective December 8, 1998

### **Last Amended:**

July 1, 2009

### **3. Cross References/Appendix:**

None