

# Grant Incentive Program Implementation Plan

*Effective 7/08, updated 5/18*

Effective July 1, 2018, only MU Extension campus employees eligible to participate in approved grant incentive plans within their academic home department (e.g. College of Human Environmental Sciences; College of Agriculture, Food and Natural Resources) will be eligible for incentive payments.

The Extension Grant Incentive Plan will abide by the goals and rules established by the campus plan. Grant incentive payments will be paid using returned F&A and salary savings.

Extension employees are eligible to receive an incentive payment if all criteria are met below

*- Extension employees must be eligible to receive an incentive payment under an approved grant incentive plan in their academic home department.*

## ■ Eligibility criteria

- Sign up for the grant incentive plan in their academic home department prior to the start of the fiscal year (July 1st) according to campus and/or department deadlines.
- Provide a copy of their election form to participate in the grant incentive plan to Extension Fiscal in 212 Whitten Hall.

## ■ Calculation of Incentive Payments

- The academic home department will calculate the applicable incentive for each employee in conjunction with and approved by Extension fiscal staff based on the rules of the plan in their academic home department.
- The activity for which Extension will pay an incentive includes only grants administered through Extension deptids.
- Other departments, divisions and colleges do not pay incentives based on grant activity through Extension deptids.
- No employee can or will be paid an incentive on the same grant activity by both the academic home department and Extension.

## ■ Distribution of incentive costs

- Under current practice, RIF returned to Extension is split, with 25% distributed to directors and 75% used by the Division to support the Extension budget. The cost of funding the calculated incentives payable to employees will be borne in the same proportion.
- Incentives due for salary savings will be paid from funds where the savings accrued. For example, a campus based HES faculty member is due an incentive based on the Nutritional Sciences approved GCI plan. The portion attributable to salary savings will be paid by the area in Extension that realized general revenue salary savings.
- Grant incentive payments must meet the thresholds for minimum and maximum established by the overarching campus plan.

## ■ Examples

- Examples can be found in the individual plans for the academic home department. This is regular paragraph text called "Normal,Body paragraph (normal)" in the Styles Pane. All styles listed below should be available in the Styles Pane.