

FACULTY RESEARCH INCENTIVE PLAN (FRIP)

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For any comments, feedback, or query, please contact: policies@aub.edu.lb.

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Section 1 - Purpose of the Policy

Faculty members at AUB may be eligible to earn a supplement to their salary through the Faculty Research Incentive Plan (FRIP) in accordance with the policy, eligibility criteria, and other provisions as described herein.

The FRIP is intended to allow faculty members to devote more time to research, to increase extramural research funding, stimulate increased grant and contract submission and awards, and reward faculty members who are capable of competing successfully for externally funded research grants with incentive pay.

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Section 2 – Definitions

- 1. Applicable Fringe Benefits:** these are benefits which employees receive from their employment but which are not included in their salary check or wages. They include educational benefits and employer contribution to the NSSF and/or retirement fund.
- 2. Basic Salary:** it is the compensation received by faculty members for their appointment to the University as determined in the Letter of Appointment.
- 3. Principal Investigator:** the principal investigator (PI) is a full-time faculty member who serves as the primary director and is the person responsible for the funded research grant, cooperative agreement, training or development project or contract.
- 4. Co-Principal Investigator (Co-PI):** in some cases, more than one individual are considered as responsible for administrative, fiscal, and scientific conduct of the project. Each person can be named in the proposal and on project documentation as a Co-PI, provided this role is accepted by the sponsor.
- 5. External Funding Sources:** funding that is received from non-university sources for the conduct of research projects.
- 6. Fiscal Year:** October 1 through September 30.
- 7. Indirect Costs:** expenditures incurred in the conduct of research or operation of a project that are not readily or effectively traceable to specific expenses, such as occupancy and building use, central administration, library, capital equipment including depreciation, faculty/department administration, and Physical Plant.
- 8. Percent Effort:** the percentage of time that faculty member state in grant proposals that they intend to devote to work on the funded projects.
- 9. Salary Recovery:** outside agencies that fund projects at AUB can provide the University with a portion of a faculty member's salary support for the percent effort the faculty member is spending on the project for its implementation. AUB is able therefore to recover some of the costs incurred in performing the research projects.

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Section 3 - Eligibility for the FRIP

Only full-time faculty members who are principal investigators or co-principal investigators of a project are eligible to participate in the FRIP. Visiting and part-time faculty, research assistants, and support staff are not eligible.

To be eligible, a faculty member must be the recipient of an externally funded grant that provides funding for all or part of the basic salary of the faculty member (as per percent effort devoted to the project), all associated benefits, and the maximum overhead rate as allowed by the published funding policy of the funding agency.

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Section 4 - Administration of the Plan

The FRIP allows payment of additional compensation to eligible faculty members from funds generated from external funding sources through recovery of the basic salary. Incentive compensation cannot exceed the amount recovered and available for distribution, and total annual incentive pay cannot exceed 33 percent of the basic annual salary.

To qualify for a salary supplement, faculty members must include part, or all, of their basic salary, applicable fringe benefits, and AUB's indirect costs at the maximum rate allowed by the funding agency in a grant or contract budget. The included salary must be equivalent to the percent effort approved. The percent effort must be included on the Office of Grants and Contracts (OGC) transmittal form at the time of proposal submission and must be approved by the department chair and the dean of the faculty. Only those extramural funded grants or contracts that include indirect costs at the maximum rate allowed by the funding agency are included in the plan. Funds from gifts and donations are not included.

To benefit from the FRIP, faculty members should complete a FRIP Agreement ([Appendix I](#)) with approval from the dean and submit it with the approved grant documents/contracts to the OGC for the provost's review and approval. At the end of each fiscal year during the life-time of the grant, faculty members must submit copies of their time and effort certifications ([Appendix II](#)) approved by the chair and the dean. Once every year, prior to payment of any payment under the FRIP, the dean, in consultation with the OGC, must certify that the faculty member has exhibited satisfactory performance in all assigned duties which include teaching, administration, management of all extramural funds, and completion and submission of necessary reports in a timely manner. The grant or contract must be in good standing.

The plan will be applied as of October 1, 2007 and will not apply retroactively. Any salary charged to a grant or contract for work performed after the date the plan is approved may be eligible for the plan. Salary charged to a grant or contract for work performed prior to the date the plan is approved is not eligible for the plan.

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Section 5 - Distribution of the Salary Compensation

Before any salary recovery is paid to eligible faculty members, the needs of the University and the department must be met. These needs include the cost of temporary instructors to replace the faculty who receive teaching-release time (buy-out time) as defined in point 3 below.

At the discretion of the chair and the dean, and upon approval of the provost after consultation with the director of the Office of Grants and Contracts, the eligible faculty member may receive additional compensation depending on the amount of salary recovered through the grant funding. The amount available for distribution to the department shall be the total amount of salary recovered minus the replacement cost for the investigator's reassigned teaching time, and any other direct costs associated with the project such as equipment and supplies paid out of university funds.

Depending on the amount of salary recovered from one or more grants, the compensation will be paid according to the priorities listed below:

- 1. Summer Salary:** faculty members will be eligible to be paid the amount equivalent to 1/9 of their annual salary per month up to a maximum of two months (equivalent to 22 percent of basic salary). Faculty members who are on nine-month contracts must sign a research contract with the University with prior approval by the dean. The summer salary will be paid as per published university policy, and will only be paid if the faculty member has remained in service until the date the payment is to be made pursuant to such university policy.
- 2. One-Month Supplemental Salary:** if the salary recovered exceeds the two-month summer salary limit, faculty members, based on recommendations by the dean, may be eligible to receive additional compensation up to a limit equivalent to one-month salary (equivalent to 11 percent of basic salary). Only 50 percent of the remaining amount available for distribution may be used for this additional pay. The one-month supplemental salary that accrues in any given fiscal year will be paid within the first quarter of the next fiscal year. No such payment shall be made unless the faculty member has remained in service with the University as an employee until the last day of such fiscal year. The remaining 50 percent of the amount available for distribution shall be distributed equally between the member's department and the University and shall only be used for research purposes.
- 3. Teaching-Release Time (Buy-Out-Time):** if the salary recovered exceeds the two-month summer salary limit and the one-month supplemental salary, such amounts will not be paid to faculty members, but faculty members may use a portion of the salary recovered to release themselves from teaching duties (provided that the faculty members shall then be required to conduct research rather than fulfill those teaching obligations). The department chair and the dean have to approve the teaching-release time before the proposal is submitted for funding consideration.
- 4. For Members in the Faculty of Medicine:** a maximum of three-months supplemental salary will be paid based on the recommendation by the dean, at the time described above.

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Section 6 - Other Policy Provisions

Salary compensation paid under this plan constitutes one-time-only income that would be a supplement to the recipient's regular annual compensation. Such payment shall not affect the basic salary of the participating faculty member, nor affect a recipient's eligibility for merit or other salary increases. Any salary compensation paid under this plan is subject to Lebanese and, as applicable, US withholding tax laws.

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APPENDIX I

FACULTY INCENTIVE PAY PLAN APPLICATION OFFICE OF GRANTS AND CONTRACTS

(To download this application in Word format please [click here](#))

This form must be completed and approved by all officials and submitted with the grant or contract proposal. It must be approved along with the proposal by the provost prior to submission to the funding agency.

Proposal Title: _____

Funding Agency: _____

Faculty Members to Benefit from the Faculty Incentive Pay Plan:

Name (PI or Co-PI)	Professional Rank	Faculty/Department	Grant Salary	% Total Salary	Inclusive Dates

Criteria for Eligibility:

The Grant/Contract fully funds the activities proposed: Yes No

Full Indirect Costs Requested (if not, please attach justification): Yes No

Principal Investigator
Signature and Date

Co-Principal Investigator
Signature and Date

Chair
Signature and Date

Dean
Signature and Date

Office of Grants and Contracts

Date Received: _____ Proposal Number: _____

Provost Approval

Provost Signature and Date

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APPENDIX II

FACULTY EFFORT CERTIFICATION ON RESEARCH GRANTS OFFICE OF GRANTS AND CONTRACTS

(To download this application in Word format please [click here](#))

INDIVIDUAL DATA	QUARTERLY SALARY SOURCES		AVERAGE MONTHLY	
	Title of Grant	Cost Center	Salary	% Effort
Comments:				
AVERAGE MONTHLY TOTAL				

ACTUAL EFFORT	EFFORT PERCENTAGES
GRANTS AND CONTRACTS Report your effort on all allowable activities benefiting grants and contracts where funding was provided by grants and contracts.	_____
PLEGGED AND/OR COMMITTED COST SHARE Report your effort which is cost-shared on grants and contracts, pledged or committed in the award proposal, which must be funded from non-award funding.	_____
ALL OTHER ACTIVITIES Report all voluntary uncommitted cost sharing, instruction, departmental activities, student advising, etc...	_____
TOTAL OF ALL ACTIVITIES	_____
Signature: _____	Date: _____

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