

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 408

Subject: Extramural Funding Incentive Program

Date Adopted: 05/05 Revised: 07/09, 08/13

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1. Definitions:

- a. Department Head - The “department head” for purposes of this policy shall be the chair, dean, or other administrator responsible for direct supervision of the recipient.
- b. Recipient - The “recipient” for purposes of this policy shall be a faculty member, professional staff member, or other eligible recipient as determined by the department head. “Faculty member” shall include those with administrative reassignment below the level of dean.
- c. Extramural Funding - “Extramural funding” for purposes of this policy is funding received from a non-university entity for a specific program with specific deliverables.
- d. Incentive - An “incentive” for purposes of this policy shall be any available state

c. Monetary incentives for successfully receiving extramural awards.

4. Provisions:

To participate in the program, a recipient must apply for and win extramural funds that reimburse the recipient for time and effort spent on extramurally-sponsored projects. Incentives shall be paid from state monies in accordance with performance review processes. Such payment(s) will be distributed periodically in adherence to all prevailing laws and policies. The payment(s) will be subject to applicable withholdings.

5. Program Criteria:

- a. The provost and the vice president for finance and administration shall together have the authority to implement the extramural incentive program in accordance with all applicable university policies and to make such changes to the implementation of the policy as may be necessary.
- b. Recipients may request an amount equal or up to 25% of their state salary from available state funds as an incentive payment. The incentive payment is not part of regular pay from the 100% effort on all activities. State-legislated line item maximum (LIM) on salaries may limit the incentive payment, so it is important that the department ensure that incentive calculations fall within state-legislated LIM in all cases. An incentive payment shall not modify the employee's base salary.
- c. The recipient and the department head will agree on performance measures and pay percentages. Sponsored Programs will maintain a form to assist departments with the request and approval process. Department heads will ensure that UCA funds are available for agreed-upon performance measures. Payments under this policy are always subject to the availability of state appropriations and to any applicable state or federal laws, regulations, or policies.
- d. A request by a recipient to seek an incentive payment under the policy must be submitted to the department head. Approval by the department head and next higher administrative level will be contingent upon meeting the criteria and purpose of the policy.
- e. The provost and the vice president for finance and administration are responsible for final approval of any agreement under this policy.
- f. The recipient must exhibit satisfactory performance in all assigned duties as determined by his/her department head and next higher administrator. Included is the responsibility of providing good fiscal and administrative management of all extramural funds for which he/she is principal investigator or project director and completion of necessary reports in a timely and effective manner.

- g. Participation in the program is voluntary and is not mandated upon either the recipient or the university. Participation is always contingent on available state funding and the financial climate at the university. The university reserves the right to suspend or terminate this program or the participation of any recipient at any time.