

GUIDELINES FOR EXPENDITURE OF INCENTIVE FUNDS

The Incentive Program funds faculty professional development, including distribution at the college level of Unit Incentive funds and at the Project Director level Project Director Incentive funds. These funds are administered at the college or unit level for faculty involved in scholarly activities. On a November 15 to November 15 cycle, funds are available annually after CSE's October audit. These funds may be carried forward from one year to the next.

Required Process:

- 1) Allocation of funds by college dean or unit administrator following approved faculty consultative process.
- 2) Submission of an annual report to Chico State Enterprises by the dean or unit administrator, due the first week of October.
 - a) summarizes the faculty consultative process
 - b) outlines appropriations made
 - c) evaluates effectiveness in promoting faculty scholarships, grant and contract activities
 - d) and offers recommendations for the future.
- 3) Chico State Enterprises consolidates reports from deans and unit administrators and forwards to the Provost.

Appropriate Uses:

- 1) **Unit Incentive Plan** funds defray faculty's personal expenses for the work related to the development and submission of grant and contract proposals:
 - a) Travel off-campus (bidders or other conferences attended by representatives of potential funding sources, visits with program officers) or bringing consultants to campus -- all related to possible grant development
 - b) Literature or database assistance
 - c) Student or graduate assistance
 - d) Supplies and service
 - e) Preliminary research necessary to the completion of a grant or contract submission
 - f) Support for research and publication which is likely to result in a grant proposal.

The Unit Incentive Plan is expressly meant to encourage and support further grant and contract activities. These Unit Incentive funds are prorated to the units whose faculty are directly responsible for creating these faculty professional development funds. The Unit Incentive funds may also be used to defray costs

accrued by professional staff in the development and submission of grant and contract proposals.

- 2) **Project Director Incentive Plan** returns a portion of the funds earned to those most directly responsible for securing the funds. These dollars may be used for activities and expenditures related to their professional development and growth. Such activities/expenditures include travel to professional meetings or to conduct research; purchase of supplies and equipment for scholarly and creative activities; salaries/wages for students or other personnel assisting in scholarly and creative activities; purchase of assigned time by faculty to pursue professional development opportunities; and similar costs. Project Directors do not have to spend these funds in a fiscal year or risk losing the funds. The award is open ended so that the funds remain in their account until expended by them. The only exception to this rule is Project Directors who retire from the University and do not remain active in sponsored projects. Any remaining funds in these situations will be reallocated to the Project Director's administrative unit in the Unit Incentive category.
- 3) **Capacity Building funds** are to be used to expand the opportunities for developing grants and contracts. The amount awarded should be matched in whatever way possible to maximize the benefit. The funds can be expended on appropriate equipment, assigned time, summer appointments, travel, etc. that is used to expand the number and size of submitted grants. **Annual accounting of the specific use of these funds and the results or outcomes of the funding is due in Academic Affairs by September 1. Any matching funds and their use and results should also be reported.** Questions about the allocation of these funds should be directed to the Provost.