Office of Nursing Research and PhD Education
Distribution of Released State Salaries from Competitively Awarded External Funding
SOP#: TBD

1. Scope:
   This document applies to the release of state salary funds from competitive external awards. The external awards referred to in this policy can come from a grant or contract. Specifically excluded from this policy are faculty practice funds which are managed under a separate policy.

   The WVU School of Nursing is dedicated to the creation of knowledge that leads to improved health in West Virginia. To that end, faculty members at the School of Nursing (SON) are encouraged to engage in research to meet this mission. Because faculty time and effort are required to conduct competitive research, it is expected that the University will request funds from the sponsor to support these research efforts. When sponsor funds are awarded for faculty salary support, the faculty salary funds provided by the state are released for use by the School. Funds requested for Summer support for 9 month faculty do not generate released funds. The School is to use released state salary funds in ways that support its mission, enhance its research activities, and benefit faculty.

2. Objectives:
   This Office of Nursing Research and PhD Education policy was developed to meet the needs of the school, faculty and students and is based on the document, “West Virginia University Health Sciences Center Grant Incentive Program Guidelines.” This policy is intended to:

   2.1 Be consistent and compliant with West Virginia University Health Sciences Center (HSC) Policy on grant incentives and state and federal regulations.

   2.2 Describe how released state salary funds are distributed to support the overall research mission of the school and the research activities of the faculty member.

3. Procedure Description:

   These procedures are for the distribution of released state salary funds made available due to the receipt of competitively awarded grants or contracts. The attached electronic worksheet is to be used to complete the incentive calculation for each separate grant/contract following the procedure below.

   3.1 Upon notice of award, then annually on or around the anniversary date of the award until the award ends, the faculty member(s) will meet with their Department Chairperson to determine the amount of the faculty member’s percent effort, if any, that should be covered as a result of the award. Those funds will be deducted from the released salary funds for use by the department Chairperson to cover the additional personnel expenses.

   3.2 Once the cost of replacement time has been determined and deducted from the available released salary funds, any in-kind salary contribution for that grant/contract will
be deducted from the remaining released funds for use by the School of Nursing to cover the additional salary costs.

3.3 Following the above procedures, and for those faculty whose contracted salary does not meet the currently targeted national salary benchmark based on rank, performance, and/or other established factors, additional salary support provided by external grants or contracts may be used to bring that faculty member’s base salary to benchmark levels. The source of benchmark data for the SON is the American Association of Colleges of Nursing Annual Salary Survey. This is available in the SON business office. Additional salary monies used to supplement faculty members’ base salaries will be allocated as a separate stipend. Faculty members’ base salaries revert to pre-grant amounts plus merit raises after completion of the grant.

3.4 Ten percent (10%) of the remaining amount of the released salary is placed in the faculty member’s research account to be used by the specific faculty member to support their research. Under no circumstances is that money to be transferred outside of WVU.

3.5 Once the faculty member’s research account is funded, any remaining funds are to be divided as follows:

3.5.1 50% of the remaining funds are to be made available to the faculty member and can be placed in either:

3.5.1.1 Faculty member’s research account. The full amount available may be placed in the research account without regard to the 20% cap place on funds described in 3.5.1.2. Use of funds in the research incentive account are not prescriptive, but should support the overall research efforts of the faculty member. For example, these funds could be used for seed project support, student stipends, international travel, payment of professional memberships, and other generally accepted expenditures that support the faculty member’s research program. In addition, the funds may be carried forward and should be viewed as “rainy day” support.

3.5.1.2 Paid to the Faculty member, after completion of each quarter, as a research incentive compensation. The faculty member may receive up to a cap of 20% of their base salary as research incentive compensation. In the event the amount available is greater than 20% of the faculty member’s base salary, the excess funds are sent to the Office of Nursing Research and PhD Education.

3.5.2 Thirty percent (30%) of the remaining funds are to be distributed to the Office of Nursing Research and PhD Education. The funds are to be used to support the overall research mission of the school and may be carried over.
3.5.3 Ten percent (10%) of the remaining funds are to be provided to the Dean for the sole purpose of supporting the overall mission of the school.

3.5.4 Ten percent (10%) of the remaining funds are to be provided to the faculty member’s Department Chairperson. The Chairperson is to use the funds to support the overall mission of the school or department.

4.0 Implementation:

4.1 When the Office of Nursing Research and Graduate Education receives a notice of award, the Grants Administrator starts an electronic Grant Incentive Worksheet for each SON faculty member receiving funding listed on the notice of award and provides all SON faculty members listed on the award who are receiving salary support a copy of this policy.

4.1.1 The faculty member meets with her Department Chairperson to determine the amount of teaching and service time, if any, that needs to be replaced, per section 3.1 and reports that amount to the Grants Administrator.

4.1.2 The Grants Administrator determines the amount of any in-kind salary contribution per the grant proposal and section 3.2 and enters it in the worksheet.

4.1.3 The Grants Administrator gathers current benchmark salary information from the Business Officer and current salary from Oracle for faculty member and enters it in the worksheet.

4.1.4 The Grants administrator determines the amount that is to be placed in the faculty member's research account and records it on the worksheet.

4.1.5 The Grants Administrator asks faculty member how they would like the funds from section 3.5.1 distributed, and records that in the worksheet.

4.1.6 The Grants Administrator performs the calculation for 3.5.2, 3.5.3, and 3.5.4 and enters the information in the worksheet.

4.2 Approvals: The Grants Administrator reviews all items entered on worksheet and signs confirming it is complete. The sheet is then provided to the Business Officer, the appropriate department Chair, and the Associate Dean for Research and PhD Education for review and approval in that order. Once all approvals are obtained the faculty member receives an informational copy.

4.3 Additional copies of the worksheet are provided by the Grants Administrator to: The Dean of the School of Nursing and the School of Nursing Business Officer.
4.4 Any changes to effort percentages on the grants mid-year must be approved by the department Chair and communicated to the Business Officer immediately upon notification.

5.0 Additional Information:

5.1 Under no circumstances are released salary funds transferrable to another institution.

5.2 Unexpended funds in the research fund account may roll-over from year to year.

5.3 At separation from WVU any funds in the faculty research account stay at WVU and are not to be paid to the faculty member or transferred to another institution.

5.4 The permanent contracted base salary of the individual faculty is not altered through participation in the incentive program or by supplements to salary by the grant or contract.

5.5 Modification to the incentive selection in section 3.5.1 may be made annually

5.6 The Dean has final approval on disbursement of all incentive pool funds

This SOP reviewed by: 
First Name, Last Name

SON Administrative Council

Date: August 6, 2013

This SOP approved by: 
Name / Title

Date: 8/26/13