Each faculty member should have a workload assignment negotiated and agreed upon with the dean:

<table>
<thead>
<tr>
<th>RCS</th>
<th>Teaching</th>
<th>Service</th>
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<td>%</td>
<td>%</td>
<td>%</td>
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</table>

RCS – Research & Creative Scholarship

FRIP incentives are paid with University funds that have been freed up when externally sponsored dollars are secured to pay a portion of a faculty member’s institutional base salary (IBS) and fringe benefits during the academic year (AY), up to the RCS percentage of workload assignment. AY and FY faculty are eligible to participate. Teaching buyouts and release payment for other activities are not eligible for FRIP.

Eligibility


Grant, contract, or cooperative agreement are collectively referred to as “grant.”

Individuals at 1.0 FTE research appointments are ineligible for FRIP.

To be eligible:

- A faculty member’s IBS is supported in part from State general funds (GF);
- They have one or more successful grants, contracts, or cooperative agreements, administered by UM’s ORSP, that include AY salary (this frees up GF funding within their faculty RCS workload commitment);
- The faculty member must be in compliance with all relevant institutional, State, and federal research-related policies, and is compliant with institutional effort reporting, as appropriate.

Proposal

FRIP should never be referenced in anything that goes to a sponsor. Grant funds do not pay for FRIP.

FRIP is paid with University funds.

Philanthropic support through the UM Foundation, even if transferred to UM to administer, is ineligible for FRIP.

Summer salary is independent of FRIP and is budgeted at the faculty’s IBS.

The INTERNAL BUDGET should reflect the percent for FRIP and the total amount of salary to be externally funding. This will correspond to the budget that is sent to the sponsor where the faculty member requests salary (at the IBS) and fringe for a specified AY percentage (within the RCS workload commitment) for a minimum of $1,000.

Budget narrative example (Cell F29 in the FRIP implementation sheet of the Excel
<table>
<thead>
<tr>
<th><strong>NSF asks for “person months” of salary.</strong> Convert “% of FTE” to person months by dividing by 100 and multiplying by 9 (AY) or 12 (CY).</th>
<th>Spreadsheet gives the % of salary/effort): Dr. Z requests $2,000 for .03 FTE salary during the academic year, plus the associated fringe benefits. (Remember, the FTE cannot exceed the negotiated RCS workload assignment.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award</strong></td>
<td>When an award is received, the departmental research administrator (DRA) or college business officer/budget director (CBO) will prepare and submit the approved labor distribution via an HR Request for Personnel Transaction (RPT) through U-Approve. The salary that is externally funded will supplant an equal amount of State funds, 100% of which will be paid to the faculty member as FRIP. In some cases, the faculty member and Dean may mutually agree upon some portion of the FRIP going to the College to support the RCS of the faculty member. In such a case, the agreed upon &quot;split&quot; will be specified on the FRIP form. In April, the DRA/CBO must also complete a “Verification of FRIP Salary Replacement” form (one form for each award for each PI each year).</td>
</tr>
</tbody>
</table>
| **FRIP payment** | **DRA/CBO** The fully routed “Verification of FRIP Salary Replacement” form must be returned to Preparer by May 1 so that the HRS RPT (request for personnel transaction) can be initiated via U-Approve by May 10:  
- lump sum payment from FRIP index in the amount equal to the GF salary that was paid by the grant(s) in the fiscal year ending that June 30.  
- Identify each faculty member by their position number and 790 number. |
| The DRA/CBOs will reconcile at the local level. Overarching oversight and reconciliation will be provided by the Provost’s Office. | |
• Select “FRIP” on RPT.

**HRS**
Utilizing a unique earn code, HR will issue the annual lump sum payment, coded as research, near the end of each fiscal year.

<table>
<thead>
<tr>
<th>Troubleshooting</th>
<th>Start with the DRA/CBO.</th>
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</thead>
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<tr>
<td></td>
<td>If necessary, the DRA/CBO will involve personnel from the Provost Office or Budget Office.</td>
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