

Grant Writing Incentive Distribution Policy

The MSU Grants Office supports faculty and staff initiative in writing grants that support institutional initiatives. A portion of indirect costs have been placed in an Incentive Pool designated as investment in growing research, and supporting creative activities and scholarly work.

To qualify for and receive compensation the employee must:

- 1) Provide written confirmation for proposal submission
- 2) Complete the proper Grant Proposal Incentive Request form
- 3) Completed Pre-Proposal Approval forms

Compensation will be determined on the following factors:

- 1) Amount of proposal
- 2) Entity proposal was submitted to (state, federal, foundation, etc.)
- 3) Whether the application includes indirect funding or not
- 4) Effort put forth by employee and by the grants office
- 5) If submission is a continuation grant
- 6) Employee was provided release time

Compensation is not to exceed \$1000 per Principle Investigator (PI)/Writer. When multiple writers are involved, compensation is not to exceed \$1500 and will be distributed equally across PI's/writers. No PI can exceed \$1500 in incentive awards annually. If the grant proposal does not include indirect funding, the maximum compensation will not exceed \$200.

Distribution will occur when proposal confirmation, Incentive Request form and Stipend form is provided to the Grants Office. Incentive is provided only as funds are available.

Adopted: April, 2015

Revised: February, 2021

**Sponsors: President, Vice President for Academic Affairs and Vice President for Business Affairs,
and Director of Grants Office**