Plant Science & Technology
University of Missouri

Guidelines on RIF, Salary Savings, and Other Reserves in the Division of Plant Science and Technology

The policies are based on university guidelines that were approved and became effective on December 01, 2021. The Division policies are described below. The policies will be implemented July 01, 2022, and reviewed every two years.

Return of Research Incentive Funds

Facilities and Administrative (F&A) costs, also known as indirect costs, are those costs associated with sponsored projects that are incurred by the University which cannot be readily identified nor specifically attributed with a particular sponsored project, yet support research endeavors. A portion of the F&A recovered from grants and contracts will be returned to Colleges and Division in form of Research Incentive funds (RIF). During the pandemic the campus stopped the allocation of RIF to colleges and units, but starting with July 1, 2022, the campus will allocate an equivalent amount of 20% of the generated F&A to the College of Agriculture, Food and Natural Resources (CAFNR). From these 20%, CAFNR will return 15% of this funding back to the Division, and the policy below describes the allocation of that return within the Division.

Research Incentive Funds of the Division will be allocated as follows:

- 5% of the RIF returns will be returned to faculty proportionally according to their contribution to the generation of these returns. Faculty can use these funds to support their research program. Faculty members with unused reserves above the median of the Division shall submit a plan with their annual evaluation materials on how they are planning to invest these funds in their research enterprise. Failure to submit a viable plan may result in no RIF return to the faculty member for the ensuing fiscal year. Faculty members (junior faculty members will be excluded) with unused reserves above 24 months of typical laboratory expenditures (based on a 3-year average) will be excluded from RIF returns.
- 3% of the RIF returns will be allocated for competitive investments within the Division. The funds will for example be used by the Division to support the research programs of faculty members in form of for example bridge or seed funds, shared equipment repairs, or match for projects, for which match funds are required (for example for the Major Research Instrumentation program of the National Science Foundation). The allocation of these funds will be decided by an appointed faculty committee and the Division Director. Faculty members, who benefit from for example seed funds will not receive any RIF returns, until 50% of the RIF funds are repaid to the Division.
- 7% of the RIF returns will be retained by the Division and will be reinvested in start-up funds for new faculty members.

Salary Savings

These guidelines are presented with the goal of facilitating effective use of salary savings to advance research and scholarship in the Division of Plant Science and Technology.

The Salary Savings Plan applies to all full-time, tenure-track faculty. The salary savings are determined by institutional base salary recovered from grants, not percent effort. Salary savings only include institutional base salary, but do not include fringe benefits. All fringe benefits will stay at the unit level.

All faculty, regardless of appointment type, must include salary on grants if the funding agency permits, unless any of the following exceptions apply.

Exceptions from the salary expectations on grants:

- NSF: As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation from all NSF-funded grants. NSF grants that would exceed this limit are excluded.
- USDA: Many USDA funded grants have award ceilings. A high percentage of salary for senior personnel would negatively affect the ability of faculty to complete the work proposed. Awards with an award ceiling of ≤ $ 200,000 are excluded.
- Educational grants (for example NSF-Research for Undergraduates Program): High levels of senior personnel salary reduces significantly the chance that the proposal will get funded. These grants are excluded from salary expectations.
- NIH: NIH has an Executive Level II salary cap that is close to $ 200,000 (will typically not apply to grants in the Division).

The amount of salary savings will be determined for each faculty member after the close of the fiscal year. The total salary paid by grants during the previous fiscal year (July 1 – June 30) will be determined and the amount of salary savings to the faculty member will be calculated.

The distribution of salary savings is dependent on faculty appointments (9-month versus 12-month). The formulations to determine salary savings are shown in the following paragraphs.

Since faculty members with a 9-month appointment are not paid in the summer, unless they bring in their own funding and/or are paid to teach, summer month salary is not considered a salary saving. Therefore, salary savings for 9-month faculty will be based on a 9-month, academic year. For faculty with a 12-month appointment, salary savings will be based on a 12-month academic year.

A tiered approach will be utilized to distribute the salary savings as shown in Table 1, which displays the break down in salary savings over 9 months (9-month faculty) or 12-months (12-month faculty) between the faculty and the Division. Up to the first

4 months, a 25:75 split will be used between the faculty member and the School. For salary savings of 4 months and beyond, a 40:60 split will be used between the faculty member and the Division.

Table 1. DPST salary savings for faculty on a 9-month or 12-month appointment.

Months	Faculty	Division
<4	25%	75%
>4	40%	60%

Faculty Resources after Resignation or Retirement from Mizzou

Upon deciding to resign or retire from the university, faculty members should submit either a letter or email to the Division Director stating their intent to resign or retire with an effective date (60 to 90 days prior to the planned resignation or retirement date). According to CRR 310.030 Notice of Appointment or Resignation, a faculty member may resign at the end of an academic year by giving notice in writing at the earliest possible opportunity, but not later than March 15. Faculty may properly request a waiver of this requirement of notice in case of hardship or in a situation where otherwise substantial professional advancement or other opportunities would be denied.

After a faculty member has expressed the intent to resign or retire from the Division, faculty members should provide a budget for the expected expenses (for example for graduate student support, material and supplies for ongoing research projects, travel expenses or financial commitments) during their remaining time in the Division. Remaining funds beyond these expenses in:

- Compliant with donor intents, gift accounts and unused startup reserves will be transferred to the Division,
- Institutional grants will be transferred to a Mizzou Co-PI or transferred back to the grant origin (for example CAFNR, Mizzou Vice Chancellor for Research and Economic Development),
- Grants from commodity groups or otherwise non-transferable grants will be transferred to another faculty member after consultation with the Division Director,
- Transferable grants will be relinquished contingent on approval from the Office of Sponsored Programs and the respective funding agency,
- Laboratory equipment that was purchased from startup funds, gift accounts, or expired grants will remain in the Division. Laboratory equipment that was purchased from ongoing, transferable grants can be moved to a new institution after consultation with the Division Director.

Unused Reserves

At the end of the fiscal year, 10% of unused reserves will be pulled back by campus for reinvestments. For every unit, these calculations will be based on their fund 0000 reserves, and the amounts will be sent to every unit leader. Unit leaders including deans are advised to pull back the resources by giving special consideration for startups. In order to protect the startup funds of junior faculty for five years, more than 10% may be pulled back from balances held for lower priorities.

Faculty Unrestricted Gift Accounts

A gift is an unconditional donation to a faculty for which the donor does not expect to receive any reciprocal benefit. Typically a gift is designated for general operations or to support research in a defined area or a professorship or program. In contrast to a grant, a gift is not based on performance, has no specified time frame, no financial records provided, and no specific product that is given in return. Division faculty benefit from strong relationships with industry, and those connections can yield financial contributions to support faculty programs. Beginning with July 1, the Division will retain 5% of new unrestricted gift funding, or 10% of new unrestricted gift funding, when the faculty member has unused reserves above 24 months of typical laboratory expenditures (based on a 3-year average). Since gift funds are typically connected to the research program of a faculty member, and there are costs associated with the research that is supported by these unrestricted gifts, such as faculty salary, accounting, laboratory space costs, the Division will retain a portion of these gift funds.