

Clemson University
Expression of Intent to Participate in the Faculty Incentive
Plan October 2023 Request for Plan Year 2024-2025

Participating Faculty Submission

Name

Employee ID

Faculty Rank

Request Date: **October 2023**

Payout Date: **November 2025**

Use the worksheet addendum attached below (Worksheet A) to determine the total amount of salary you plan to release from grants or contracts. Only grants active prior to October 1, 2023 will be eligible. Enter the total amount of salary released in the box with the highlighted frame next to the TOTAL (the distribution will auto-calculate):

Component:	Amount Released ¹	Less Fringe ²	Less Payroll Taxes ³	Direct Amount Received:
One-Time Compensation Allocation:				
Department Allocation:				
TOTAL:				

- (1) Amount released includes direct salary and fringe originally budgeted on grant/award.
- (2) Clemson's annual fringe rate of 35.5% for FY24 for payout projection purposes. The official payment will be calculated based on the payout year's fringe rate which may vary slightly from the initial, approved payment.
- (3) Payroll taxes after fringe rate has been deducted are estimated at 36.15% for tax year 2023, which includes 22% federal withholding, 6.5% SC withholding, 6.2% FICA OASDI, and 1.45% FICA Medicare per the linked IRS publication: https://www.irs.gov/publications/p15#en_US_2023_publink1000202352.

By signing below, I request to participate in the Faculty Research Incentive Plan. I understand the one-time payment is based on salary savings that I generate through competitive sponsored funding as outlined in the Faculty Research Incentive Plan. I am responsible for accurately certifying my effort through InfoEd. I understand that payment will be remitted after the plan year is closed, effort is certified, and approved after the year end close, November of the following fiscal year. I also understand that course buyout is not related to this plan and will not be considered in my potential payout.

Participating Faculty Signature

Date

**Expression of Intent to Participate in the Faculty Incentive Plan
October 2023 Request for Plan Year 2024-2025**

SCHOOL DIRECTOR/DEPARTMENT CHAIR CERTIFICATION

I certify the following is in accordance with this policy:

the faculty member will maintain a normal workload and course buyout cannot be counted

the faculty member is in good standing and meeting the requirements as stated in annual planning for research, scholarship, service, extension (if applicable)

the faculty member is in a regular faculty appointment

the faculty member has a 3-year review rating of good or better

the faculty member has no documented disciplinary or compliance related sanctions within the past year

Department Chair Signature

Date

COLLEGE LEVEL POST-AWARDS CERTIFICATION

I certify the following:

the grant budgets are available for the academic year release and planned summer pay

the grant start and end dates are accurate

% of effort is appropriately budgeted to match planned annual workload

Grant Coordinator Signature

Date

COLLEGE BUSINESS OFFICER

I certify that the faculty member's academic year salary is paid from E&G and/or PSA resources that can be released in accordance with this policy.

College Business Officer Signature

Date

Office of the Provost

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DEANS OFFICE:

I certify that I approve of the distribution of funds outlined in the document and that the information included has been verified and is correct.

Signature and Date

Title

GRANTS & CONTRACTS:

I certify that the proposed distribution listed above meets federal compliance and has been budgeted appropriately.

Signature and Date

Title

OFFICE OF THE PROVOST:

I certify that the participant has met all requirements to participate in the Faculty Research Incentive Program and upon certification of grant effort during FY25 (July 1, 2024 - June 30, 2025) will be compensated according to the amounts outlined above in Fall 2025 (FY26).

Signature and Date

Title

