

Queensborough Community College
Indirect Incentive to Researchers
Policy
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This Queensborough Community College (QCC) policy describes the policies and procedures for distributing a percentage of Net Indirect Cost recovered from Research Foundation of CUNY (RFCUNY) accounts to QCC Principal Investigators as an incentive to continue and broaden their research activities. This policy is designed to encourage faculty to apply for federal grants and invest in seed projects to further their research.

An Indirect Incentive will be distributed to Principal Investigators who are awarded qualified sponsored projects administered through RFCUNY that meet the following eligibility criteria:

Principal Investigator:

- Full time tenure track faculty only
- Lead PI only

Project:

- Federal Sponsors only (Direct award or subaward)
- QCC's full federal on-campus indirect rate (currently 44.7%) is budgeted and approved in proposal.
- The grant has completed at least one year of expenditure activity at RFCUNY.

Campus:

- QCC's Net IDC - Indirect Cost recovery must have been positive for the previous fiscal year.
- Net Indirect cost is defined as Indirect Cost Recovered less total RFCUNY Administrative Fees, less QCC's annual CAB Allocation Fee Payment and less any other applicable or potential RFCUNY, CUNY or other publicly imposed fees. This will be calculated by OGSP on an annual basis after the close of the fiscal year.

Procedures:

After the end of each fiscal year (June 30th), once financial results are released by RFCUNY, if QCC's Net Indirect Cost (as defined above) is positive, OGSP will prepare a list of incentive eligible projects and principal investigators for review by the Office of Academic Affairs. OGSP will calculate the amount of net indirect costs available for incentives. The Office of Academic Affairs will determine a percentage of the net indirect cost to be returned to eligible PIs.

OGSP will generate an award letter and establish a project/account at RFCUNY listing the principal investigator of the qualifying grant as PI & Authorized Signatory. Incentive amounts (based on the previous year's financial activity) will be transferred in one lump sum into that account usually by the beginning of the fall semester.

The PI will be responsible for maintaining all necessary documentation for all expenses, and will be responsible for transmitting that documentation electronically to RFCUNY according to RFCUNY procedures to process payments and reimbursements.

Use of Funds:

Funds may be used at the discretion of the Principal Investigator within allowable OTPS cost categories for research or scholarly activities. Expenditures will be governed by current university, campus and RFCUNY policies and procedures, as well as by the CUNY Expense Matrix (Appendix 1) Indirect Cost Recoveries column. All purchases and travel expenses should be related to research and scholarly activities. Purchases of electronics or software must be reviewed by IT or the Academic Computing Center according to campus policy. Expenses or purchases that involve non-public university information must be reviewed by Campus Information Security officer according to campus policy. Campus Responsible Conduct of Research and Conflict of Interest policies apply to any involved individuals when any research activities are funded through this project. Ownership of any computer hardware, software or equipment items purchased with indirect incentive funds reverts to the institution in case of the faculty member's departure from QCC. Indirect incentive funds may not be used for faculty compensation or for recurring obligations exceeding the funds available at the time the commitment is made.

The balance remaining in indirect incentive accounts will be carried forward from one year to the next. In the event the principal investigator leaves the college, remaining indirect incentive funds will be utilized at the discretion of the Office of Academic Affairs. The Office of Academic Affairs reserves the right to restrict, terminate, suspend or recover incentive funds and/or incentive accounts on the basis of fraudulent or inaccurate information, or in error.

QCC reserves the right to modify or discontinue this policy at any time.