

COLLEGE OF EDUCATION GUIDELINE

Title: Grant Submission Incentive Award

Number: 08-2-03

Functional Area: Research

Effective:	August 19, 2026
Supersedes:	All previous
Approved by:	Dean Joe Wehrman
Date Approved:	August 19, 2026
Responsible Office:	Finance and Administration
Primary Contact:	April Keller
Applies to:	College of Education

A. INTRODUCTION

This guideline is designed to establish clear expectations for the college incentive awards program for grant submissions. The intention of this program is to encourage grant submissions that generate Facilities and Administrative (F&A) funds for the campus, college, and department.

B. STATEMENT

1. Eligibility

- a. All faculty serving as PI or Co-PI, who submit a final external proposal (not a pre-proposal or a letter of intent) are eligible. Questions regarding eligibility should be directed to the Department Chair or Associate Dean
- b. This program applies to all Tenured or Tenure Track faculty (TTT) and Instructional, Research, and Clinical faculty (IRC) in the college.
- c. The grant award budget must include a minimum of \$20,000 in F&A revenue to the University, of which at least \$10,000 must be allocated to the College of Education, to qualify.

2. Compensation

- a. The incentive amount will be \$500 per submission (per faculty member) for all **external** grants submitted by the UCCS Office of Sponsored Programs and Research Integrity (OSPRI)
- b. A faculty member can accrue a maximum of two \$500 awards per fiscal year
- c. If multiple COE faculty participate in one joint grant submission, each faculty member will receive the full \$500 award
- d. Compensation is based on fund availability from the department and college F&A
- e. Compensation can be adjusted by the college at any time due to funds available and the program may be discontinued if funds are exhausted or repurposed

3. Allocation

- a. The grant incentive award(s) will be placed in the faculty member's F&A speedtype by the COE Grants Administrator by the end of the current fiscal year.
- b. If a faculty member does not have an existing F&A speedtype, one will be created for them.

C. OTHER SECTIONS AS NEEDED

Notes

1. History:

Initial approval
Revised

September 03, 2025, by Dean Joseph Wehrman
N/A

2. Cross References/Appendices:

N/A