



**University of Missouri - Columbia  
Grant and Contract Incentive (GCI) Plan  
July 1, 2016 – June 30, 2021**

**(Subject to annual review and approval)**

**A. PLAN DESCRIPTION**

GCI Plan is designed to provide participants an incentive for securing external support for mission-related activities. This overarching plan provides the required parameters and framework for departments or interdisciplinary units to follow in creating their individual plans. Each department or interdisciplinary unit plan will be communicated by completing the Attachment A as an addendum to this umbrella plan. Department or interdisciplinary unit plans must be reviewed and approved by the Provost, Vice Chancellor for Finance and the Senior Vice Chancellor for Research before they can be implemented. Fiscal oversight for the department or interdisciplinary unit plans is the responsibility of the division fiscal officer.

GCI Plan is designed to be one of many tools departments or interdisciplinary units can use to realize success as defined in MU's Strategic Operating Plan (MUSOP). Strategic theme the plan is specifically designed to support is:

- MUSOP - Recruit, develop, and retain faculty and staff in order to promote MU's strategic goals.

To evaluate the overall effectiveness of the MU GCI Plan towards advancing MU's goals, the following key performance measures will be reviewed:

1. MU's ability to attract Federal Grant funding (as a percent of the total found in the HERD report) at a rate that is the same or increasing relative to its peers.
2. The proportion of grants that include full F&A:
  - a. An increase in the percent of projects with full F&A (count) annually.
  - b. An increase in the percent of dollar awards over previous 5 fiscal years that include full F&A (trend).

Individual incentive pay is based upon the ability to generate externally sponsored grants and contracts.

Consult the Glossary of Terms at the end of this GCI Plan for additional definitions of terms used.

## **B. DEPARTMENT OR INTERDISCIPLINARY UNIT CONTACT PERSON**

Name: Dr. Rhonda Gibler  
Job Title: Vice Chancellor – MU Finance  
Work Address: 319 Jesse hall, Columbia MO 65211  
Work Phone: 573-882-2094

## **C. PLAN ELEMENTS AND DESIGN**

### **1. Incentive plan period (“plan year”)**

This incentive plan period is the fiscal year, July 1 through June 30<sup>th</sup>.

The plan is subject to annual review and may be discontinued or modified at the discretion of the University. The plan remains in effect until discontinued or modified in writing, and must be reviewed and re-authorized by the University President at least once every five years.

### **2. Eligibility**

- a. Eligible departments - All colleges, schools, departments, and interdisciplinary units of the University of Missouri-Columbia are eligible to participate in this program.
- b. Eligible participants - Principal Investigators (PI), co-PI and any shared credit recipient on qualifying grants and contracts are eligible to participate in the program. To sign up for the GCI plan, eligible participants must submit a **Plan Participation Form** prior to the start of the plan year.

Eligible participants who join the University after the start of the plan year have 30 days from their effective date of employment to sign up for the GCI plan and will be eligible to receive a prorated incentive payment based on the proportion of the plan year that they performed the duties required to be eligible for the incentive program.

Participants who die, or who transfer within the University into a position that would not entail securing extramural research funding or to a department which does not have an approved GCI plan, would be entitled to a grant and contract incentive payment accrued to the date of death or transfer.

Participants who leave the University before the end of the plan year, or become ineligible to participate in the plan during the year, will be ineligible to receive an incentive payment for the year. Exceptions to prorating eligibility (e.g. Sabbatical leave) may be made with the approval of the Dean or Director.

- c. Qualifying grants and contracts - Incentives will be calculated using a participant's entire portfolio of qualifying grants and contracts active during the plan year. Grants and contracts awarded mid-year are automatically included if the individual is a plan participant for the year.

To qualify, a grant or contract (regardless of salary savings) cannot include a Request for University Contribution (RUC). Questions related to whether a grant or contract qualifies should be directed to the Senior Vice Chancellor for Research.

### 3. Incentive Calculations and Required Principles/Parameters

- a. Research Incentive Funds – RIF generated by the qualifying grant or contract will be divided between the principal investigator and the co-investigator(s) as reported on the annual RIF distribution spreadsheet from the Office of Research.
- b. Salary savings - Salary recovery, if used in calculating the annual grant and contract incentive, will be the actual dollar amount of funds provided by the qualifying grant(s) or contract(s) that offset institutional funding of base salary.

<i>Example Department Plan and Incentive Payment Calculation</i>		RIF	SALARY SAVINGS	GCI CREDIT AVAILABLE	GCI PAYMENT
A	Department plan	40%	60%		
B	Participant percentage of GCI elected				75%
C	Participant RIF & SS generated	<u>\$57,000</u>	<u>\$25,000</u>		
	Total GCI credit available (RIF A*C) + (SS A*C) = total avail	\$22,800	+ \$15,000	=	<u>\$37,800</u>
	GCI payment (% elected * total avail)			75% * \$37,800=	\$28,350.00

- c. IRS Constructive Receipt Doctrine - To comply with the IRS constructive receipt doctrine, prior to the start of each plan year participants must choose whether to receive all, only a portion (expressed as a % of the total), or none of the incentive as compensation by completing the Grant and Contract Incentive (GCI) Plan Participation Form (attachment B). Participants whose employment with the University commences during the plan year must make this election no later than 30 days from their effective date of employment. The portion of the incentive award that participants elect not to receive as compensation will be managed by established departmental and campus policies, and must be used on a bona fide business purpose. See "Glossary of Terms" for more information.

#### 4. Repayments

Incentive payments are contingent on the eligible participant fulfilling all expectations for performance of the relevant scope(s) of work, including good fiscal and administrative management, of all extramural funds for which he/she is principal investigator or co-investigator.

In the event incentive compensation has already been paid and it is later determined that the participant failed to perform consistently with the scope(s) of work, sponsor terms/conditions, and/or applicable law, regulations and policy, the university may require the return of incentive funds previously paid.

Repayment will not limit the university's ability to take other corrective actions and/or impose additional sanctions for non-compliance.

#### 5. Department Specific Plans

Each department or interdisciplinary unit wishing to participate in GCI must develop a department specific GCI plan that is in compliance with this GCI Plan. Departments must use **Attachment A** to communicate the parameters for the departmental or interdisciplinary unit plan to campus administration (Provost, Vice Chancellor for Finance, and Senior VC for Research). The worksheet includes the percentage of total RIF to be distributed that is received from qualifying grants and contracts as credited to the participant in that unit on the annual RIF distribution spreadsheet from the Office of Research and/or a percentage of total institutionally-funded base salary recovered on behalf of the participant from qualifying grants and contracts by the unit during the plan year. This flexibility among units is important because of variation in the management of their share of RIF and salary savings as well as promoting good fiscal management.

*Example: a unit might choose to calculate the incentive payment on 40% of the RIF distribution recovered by the plan participant from qualifying grants and contracts during the plan year and 60% of the total recovery of base salary of the plan participant by the unit that plan year.*

Departments and other interdisciplinary units must submit their proposed incentive plans by completing Attachment A and submitting their proposed incentive plans to their Deans or equivalent supervisors who will then forward them to the Provost for further approval.

New and revised department plans must be submitted and approved from campus administration **prior to the start of the plan year**. Departments or interdisciplinary units may have more complex calculations or plan parameters used to derive the percentage of RIF or salary savings used; however it is not necessary to communicate those parameters to the Provost for approval.

## **6. Incentive Payment Minimum and Maximum Cap**

The **minimum** incentive pay that could be paid directly to the participant as compensation will be \$500.00. If the calculated incentive pay does not meet the \$500 minimum, the funds will remain with the department or interdisciplinary unit.

The **maximum** incentive payment that could be paid directly to the participant as compensation will be 30% of his/her base salary as of June 30 of the plan year for which the incentive payment is calculated OR \$30,000, whichever is greater. If the incentive exceeds the maximum allowable, all additional grant and contract incentive funds beyond the maximum will be managed by established departmental and campus policies and must be used on a bona fide business purpose. The purpose of this cap is to ensure that the incentive plan does not cause a significant imbalance between research and other participant roles and responsibilities. However the amount of the cap may be examined each year by the Provost to ensure that the cap is not defeating the goals of GCI.

## **7. Payout schedule**

The GCI incentive earned in one plan year will be payable as a lump sum during the following fiscal year. Incentive calculations must be approved by the Division Fiscal Officer and submitted to the Vice Chancellor of Finance or his/her designee for review and approval using the GCI Plan Worksheet found in **Attachment C**. Incentive calculations must be submitted by the last day of February, or 60 days following the distribution of RIF to departments, whichever is later.

Incentive calculations for participants with joint appointments in which incentive is earned in more than one unit should be completed in a coordinated fashion and submitted simultaneously for approval (a GCI Plan Worksheet for each plan participated in) so that the total calculation and payment can be reviewed and approved in its entirety.

Approved incentive payments will be paid on the next regular pay cycle after final approval is received.

## **8. Source of funds**

GCI incentives can be paid from any unrestricted source of funds available to the department or interdisciplinary unit. Departmental and interdisciplinary unit plans should include language describing the source of funds to be used for GCI. Plans may also limit the GCI incentive to funds available in a particular Chartfield (such as the participant's RIF or salary savings Chartfield).

## 9. Communication

Departments are responsible for providing participants a copy of the incentive plan upon commencement of their eligibility in the plan, and thereafter on an annual basis upon receiving approval that the departmental or interdisciplinary plan is approved to continue. As described in section 3.C. above, prior to the start of each plan year participants must choose whether to receive all, only a portion (expressed as a % of the total), or none of the incentive as compensation in order to comply with IRS requirements. Participants whose employment with the University commences during the plan year must make this election no later than 30 days from their effective date of employment.

### D. STANDARD REQUIREMENTS

1. **Overtime adjustment for Non-Exempt Employees** - As required by the Fair Labor Standards Act, the amount of a non-exempt employee's incentive distribution must be included in determining the regular rate of pay used to calculate overtime earnings. At the time of distribution, the department will calculate any additional overtime pay owed the employee for overtime hours worked during the plan year. Any additional compensation due will be paid from unrestricted funds available to the department or interdisciplinary unit.
2. **Disclaimer** - Incentive payments are considered extra compensation and, as such, are not included as base pay for determining benefits (including retirement). Incentives are subject to all applicable taxes and statutory withholdings.
3. **Annual Increases** - An employee's participation in the incentive plan does not impact his/her eligibility for base salary adjustments that may become available through the University's compensation programs. Participating employees may be entitled to consideration for annual increases consistent with the University's salary and wage guidelines.
4. **Advance Payments** - No advance payments on projected or calculated incentive earnings are permitted.
5. **Incentive for Retired Employees** - Plan participants eligible for an incentive pay award who have retired from active employment while in good standing are responsible for maintaining a current residence address with the department. This is necessary for delivery of incentive disbursements and applies to all participants who retire during the plan year or after the plan year-end but before the incentive distribution date.
6. **Employment** - No provision of the plan, or any action taken under the plan, shall be deemed to create any limitation or restriction on such rights as the University and its divisions otherwise would have to terminate the employment of any person at any time.

**E. PLAN APPROVALS**

MU incentive committee

Melinda Adams 3/22/16  
Signature Date

MU Provost

Marnett S Stokes 3/23/16  
Signature Date

<sup>Interim</sup>  
MU Chancellor  
^

Henry C. Frey 03/24/16  
Signature Date

UM President

\_\_\_\_\_  
Signature Date

**Forms:**

- Attachment A GCI Department Plan
- Attachment B GCI Participation Form
- Attachment C GCI Payment Worksheet

## GLOSSARY OF TERMS

**GCI PROGRAM** - The Grant and Contract Incentive (GCI) program is a salary incentive program based on the securing of extramural funding for sponsored activities and was announced in 2005. Salary incentives are calculated as a percentage of RIF and/or institutionally-funded base salary recovered (e.g., salary savings).

**PSRS** - The Proposal Signature Routing Sheet (PSRS) is generated within the PeopleSoft Grants Module each time a proposal is initiated by the campus departments. The PSRS includes the grant budget, PI and other key persons' effort, F&A rate and shared credit distribution. The PI, any key persons, department chairs and deans approve the PSRS at the time the proposal is submitted to the sponsor. In the instances in which a proposal is not submitted to the sponsor the PI, any key persons, department chairs and deans will approve prior to the execution of the award agreement.

**F&A** - Facilities and Administrative (F&A) costs or indirect costs are those costs that are incurred for common or joint objectives. F&A costs are costs necessary to support research and other sponsored projects, but cannot easily be assigned to individual projects. Examples of F&A costs include the services of the accounting staff, the cost of utilities for a building, office supplies, postage, telephones, or salaries of personnel engaged in providing a broad range of departmental support activities.

<http://www.umssystem.edu/ums/fa/controller/sponsoredprograms-farate>.

**RUC OR F&A Waiver** - A Request for University Contribution (RUC), also called F&A waiver, is a form used to document the rationale for accepting an F&A rate that is less than what the sponsor will pay. The PI, department chair and dean must indicate approval by email or signature of any RUC as approval typically means that the department will not receive RIF. OSPA typically serves as final approval for these requests.

**RIF** - Research Incentive Funds (RIF) are allocated to departments, centers, and/or colleges to create incentives to increase research and are used for such things as bridge funding, grant match, GRA's, post docs, technical support, and equipment. The program began in 1982, and RIF distribution takes into account the "shared credit" information provided on the Proposal Signature Routing Sheet (PSRS).

**SHARED CREDIT** – Shared credit is determined by the PI and other key personnel on the grant. The Shared Credit distribution is not based on effort, but rather intellectual contributions to the project. Ideally, Shared Credit is determined prior to proposal submission. The methodology behind the Shared Credit distribution varies across campus, and the Office of Sponsored Programs does not advise or in any way assist the departments in determining what the distribution will be. Some departments choose to have a policy in place as to how Shared Credit will be distributed. Shared Credit is used for research expenditure credit purposes for the Office of Research Annual Report, as well as for calculating the distribution of the Research Incentive Funds (RIF) for the Columbia campus.

**GAS** - A Grant Award Summary (GAS) is a PeopleSoft generated document that is sent to the PI once an award is set up in PeopleSoft, and contains the MoCode, dates of the project, budget and OSPA contact name. Typically once the GAS is received, the PI may begin spending funds.

**PRIME FUND** - The Program for Research Infrastructure and Matching Expenses (PRIME) Fund provides cost-match support for original scholarship and research at the University of Missouri-Columbia. The General Fund is used to assist faculty within divisions, departments, and centers by helping with costs associated with research activities. The PRIME Instructional Fund is used to assist faculty within divisions, departments, and centers to support grant requests that include research and/or scholarship related to instruction. All PRIME funds (General or Instructional) will be used to cost-match on proposals for new external funding. Matches can be requested



for any expenses related to a research project. Presently, MU is focusing on the opportunities in larger federal grants; therefore, funds are intended for use by groups of faculty rather than for single-faculty projects. Interdisciplinary project proposals are particularly encouraged. The use of these funds will reflect the diversity of the research programs at MU.

**BUSINESS PURPOSE** - In order to use University funds, we must be able to document that the business purpose for expenditures is in direct support of the University's mission as a University. In a nutshell, does the purchase directly support the University's core mission areas including: teaching, research, service and economic development? Additionally, at a department level, are the purchases in support of the department and its specific area of study or research? If so, and assuming you have documentation demonstrating that the purchase was made in direct support of the University's mission and your department's objectives, you can be assured that using University funds to make the purchase was appropriate and would sustain a post transaction review. If not, University funds, whether restricted or not restricted, should not be used.

**THE DOCTRINE OF CONSTRUCTIVE RECEIPT** – A regulation used to determine when a cash-basis taxpayer has received gross income. A taxpayer is subject to tax in the current year if he or she has unfettered control in determining when items of income will or should be paid. IRS guidelines dictate that if an employee is given the choice of taking an award as cash it must be taxed if earned. Therefore, in order to comply with the Doctrine of Constructive Receipt, an employee who elects to participate in the GCI plan cannot later decide to have some of the earned incentive deposited into a University account for any reason as it would appear to be an attempt to avoid taxation. The University of Missouri therefore will pay out all earned incentives as determined by the GCI plan.

# University of Missouri-Columbia

# Grant and Contract GCI Plan Department Plan - Attachment A

Complete the shaded areas.

Do not modify unless additional grants/contracts need to be added.

DEPARTMENT PLAN AND PLAN YEAR			
Division or College	College of Mizzou Tigers	Date submitted	3/1/2016
Department or Unit	Truman Department	Dept Contact person	Sam Smith
Plan year (7/1/xxxx - 6/30/xxxx)	07/01/2016 - 06/30/2017	<i>*New/revised plans must be submitted for campus approval prior to the start of the plan year.</i>	
DEPARTMENT PLAN CALCULATION			
<p>RIF and Salary Savings: Enter the percentage of RIF and/or the percentage of Salary Savings generated through department/unit by eligible participant from eligible qualifying grants and contracts to be used in calculating the GCI payment.</p> <p style="text-align: center;"> <u>40.0%</u> RIF + <u>60.0%</u> SALARY SAVINGS = GCI Department Plan                 </p> <p>Source(s) of funds: Note the sources of <u>unrestricted funds</u> to be used for the CGI payment.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>*Formula for GCI calculation: (% RIF Generated + % of Salary Savings Generated) * GCI Election % = GCI payment</p>			
SIGNATURE APPROVALS			
Department Chair or Director	Date	COMMENTS	
Division Fiscal Officer	Date		
Dean or Division Head	Date		
Provost*	Date		
<p>*additional campus approvals, as defined in the campus umbrella GCI plan, will be facilitated by the Provost office or delegate.</p>			

**University of Missouri-Columbia**

**Grant and Contract GCI Plan  
Participation Form - Attachment B**

Complete the shaded areas.

Must be completed before the plan year begins.

<b>PLAN PARTICIPATION FORM</b>															
<b>Division or College</b>	College of Mizzou Tigers	<b>Date submitted</b>	5/1/2016												
<b>Department or Unit</b>	Truman Department	<b>Submitted to</b>	Sam Smith												
<b>Plan year</b>	07/01/2016 - 06/30/2017	Eligible participants must submit a Plan Participant Form prior to the start of the plan year. If joining the University after the start of the plan year, participants have 30 days from their effective date of employment.													
<b>Participant Name</b>	Alex Alexander														
<p><b>Percentage of eligible GCI elected:</b> As an eligible employee with either a regular or non-regular appointment with the University of Missouri-Columbia, I specify the following for my participation in the Grant and Contract Incentive Plan as follows:</p> <p>(check one) <span style="float: right;">(enter % in one row)</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%;">I wish to receive all of the incentive pay for which I qualify. 100% to the right.</td> <td style="width: 10%; text-align: center;">Enter <span style="font-size: 2em;">➔</span></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/></td> <td>I wish to receive a portion (specify percentage to the right) of the incentive pay for which I qualify. Must enter a %, not a dollar amount.</td> <td style="text-align: center;">➔</td> <td style="border-bottom: 1px solid black; text-align: center;">75.0%</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td>I do not wish to participate in the GCI plan this year, but reserve the right to alter that decision in future years for which I am eligible. Enter 0% to the right.</td> <td style="text-align: center;">➔</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>				<input type="checkbox"/>	I wish to receive all of the incentive pay for which I qualify. 100% to the right.	Enter <span style="font-size: 2em;">➔</span>		<input checked="" type="checkbox"/>	I wish to receive a portion (specify percentage to the right) of the incentive pay for which I qualify. Must enter a %, not a dollar amount.	➔	75.0%	<input type="checkbox"/>	I do not wish to participate in the GCI plan this year, but reserve the right to alter that decision in future years for which I am eligible. Enter 0% to the right.	➔	
<input type="checkbox"/>	I wish to receive all of the incentive pay for which I qualify. 100% to the right.	Enter <span style="font-size: 2em;">➔</span>													
<input checked="" type="checkbox"/>	I wish to receive a portion (specify percentage to the right) of the incentive pay for which I qualify. Must enter a %, not a dollar amount.	➔	75.0%												
<input type="checkbox"/>	I do not wish to participate in the GCI plan this year, but reserve the right to alter that decision in future years for which I am eligible. Enter 0% to the right.	➔													
<p><b>Do you have an appointment(s) in another MU department/unit and will be signing a GCI participation form(s) there?</b></p> <p>(check one)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;">Yes</td> <td style="width: 20%; border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 20%;">No</td> </tr> </table> <p>If yes, please specify which department(s): _____</p>				<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No								
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No												
<b>SIGNATURE APPROVALS</b>															
<p><b>By signing below, you certify the following statements:</b></p> <ul style="list-style-type: none"> <li>A) I have received or read the applicable department/unit/college Grant and Contracts Incentive (GCI) plan.</li> <li>B) I have received or read a copy of the overarching campus GCI plan.</li> <li>C) The limits of my eligibility are described in the campus GCI plan.</li> <li>D) I understand that I will receive approved incentive pay based only on RIF and salary savings generated from qualifying grants/contracts during the plan year.</li> <li>E) Incentive payments may not occur until several months after the end of the plan year.</li> <li>F) Due to IRS regulations, any incentive earned pursuant to this signed participation form must be paid.</li> <li>G) I do not have the option of foregoing the incentive payment after I have agreed to participate.</li> </ul>															
Print participant name	Date	COMMENTS													
Participant signature	Date														
Department representative signature receiving the form	Date														
Rev 3/2016, Division of Finance															

**University of Missouri-Columbia**

**Grant and Contract GCI Plan  
GCI Payment Worksheet - Attachment C**

Complete the shaded areas.

Do not modify unless additional grants/contracts need to be added.

APPROVED DEPARTMENT PLAN			
Division or College	College of Mizzou Tigers	Date submitted	3/15/2018
Department or Unit	Truman Department	Dept Contact person	Sam Smith
Plan year calculation is based on	07/01/2016 - 06/30/2017	Comments:	
ELIGIBLE PARTICIPANT			
Participant Name	Alex Alexander	Annual Base salary as of June 30 of plan year	\$ 90,000.00
Multiple calculation sheets?	No	Max payment allowed (30% of base salary above OR \$30,000 whichever is greater)	
If yes, list other departments below and submit separate worksheets for each department.		30% \$	27,000.00
		OR \$	30,000.00
		Max allowed: \$	30,000.00
ELIGIBLE GRANTS AND CONTRACTS			
(Projects active during plan year that recover 20% of maximum allowable F&A rate and had no RUC agreement)			
Project #	Sponsor	RIF Generated by Participant	Salary Savings Generated by Participant
1	NSF	\$ 32,000.00	\$ 15,000.00
2	TBD	\$ 25,000.00	\$ 10,000.00
3			
4			
5			
Total RIF and Salary Savings Generated by Participant		\$ 57,000.00	\$ 25,000.00
GCI PAYMENT CALCULATION			
Dept Plan RIF	40.0% RIF	a) RIF Credit (RIF generated * Dept Plan % RIF)	\$ 22,800.00
Dept Plan Salary Savings	60.0% SS	b) Salary Savings Credit (Salary Savings generated * Dept Plan % SS)	\$ 15,000.00
The minimum incentive pay that could be paid directly to the participant will be \$500. If incentives do not meet the \$500 minimum, the funds will remain with the department or interdisciplinary unit.	c) Total GCI credit available (a+b)		\$ 37,800.00
	d) % of GCI elected on Participant Form		75%
The maximum incentive pay allowable is 30% of participants base salary as of the end of the plan period (June 30) OR \$30,000, whichever is greater.	e) GCI Payment (c*d) - verify amount is below the maximum allowed.		\$ 28,350.00
SIGNATURE APPROVALS			
PARTICIPANT ACKNOWLEDGEMENT		APPROVALS	
Participant: By signing below I understand that if Incentive pay is given to me as a participant in the GCI program, and it is later determined to be inappropriate because of failure to perform consistently with the scope of work, sponsor terms/conditions, and/or applicable laws, regulations and policies, the University may require the return of these amounts paid. I therefore authorize the University to deduct any ineligible payments, expenses or costs from my paycheck, subject to the limits of garnishments and writs of sequestration contained in 525.030 RSMo and 15 U.S. C. 1673.		Dept / Unit Fiscal Manager	Date
		Division Fiscal Officer	Date
		Vice Chancellor of Finance	Date
Participant signature:	Date	COMMENTS	

# University of Missouri-Columbia

# Grant and Contract GCI Plan Department Plan - Attachment A

Complete the shaded areas.

Do not modify unless additional grants/contracts need to be added.

DEPARTMENT PLAN AND PLAN YEAR			
<b>Division or College</b>	HES, SOM, and CAFNR	<b>Date submitted</b>	5/10/2016
<b>Department or Unit</b>	Nutrition & Exercise Physiology	<b>Dept Contact person</b>	Deb Garrett
<b>Plan year (7/1/xxxx - 6/30/xxxx)</b>	07/01/2016 - 06/30/2017	<i>*New/revised plans must be submitted for campus approval prior to the start of the plan year.</i>	
DEPARTMENT PLAN CALCULATIONS			
<p><b>RIF and Salary Savings:</b> Enter the percentage of RIF and/or the percentage of Salary Savings generated through department/unit by eligible participant from eligible qualifying grants and contracts to be used in calculating the GCI payment.</p>			
<p> <input type="text" value="40.0%"/> RIF      +      <input type="text" value="20.0%"/> SALARY SAVINGS      = GCI Department Plan                 </p>			