

December 17 ————— *2024*

UF|IFAS
UNIVERSITY of FLORIDA

***Sponsored Program Award
Incentive Plan (SPAIP) for
12-Month Faculty***



Purpose

- **Support**
- **Retention**
- **Incentivize faculty**
- **Collaborative Review**

Eligibility

- **12-Month Faculty**
- **FTE = .50+**
- **Satisfactory annual evaluation (all components)**
- **Max annual incentive = Two months salary**

Processing Payment

- **Calculate one-time payments by January 10**
- **Review with unit leader by January 17**
- **Enter LSP ePAF and supporting document by January 22 for Level 1 and 2 approvals**
- **Payment: February 7 paycheck**

Processing Payment (cont.)

- **ePAF effective date January 17, 2025, amount entered without fringe rate**
- **Enter “INP” code for each ePAF and attach supporting documentation**
- **Enter Payroll Distribution for 1/17-1/30/25 as “INP” code and appropriate EAC/chartstring**

Step 5: Complete payroll distribution SPAIP payment to FSSP combo code....**Reconcile** payment

Step 4: **Communicate** payment details *by faculty* to HR Personnel and Unit Leader

Step 3: DFO **calculates** SPAIP up to 2 months
(remember to include adjunct fringe)

Step 2: DFO reviews Programmatic/ Financial Obligations for each **eligible 12-month** faculty member.

Step 1 FSSP Calculations **finalized** by Department's Fiscal Officer (DFO). *Be sure to account for FSSP Option 1 & Option 2*



SPAIP Fiscal Management Steps

Examples

FSSP Option 1, 90% Faculty/10% Dept

FSSP Accrual of \$20,000	
Option 1 @ 90%	\$18,000
Less Programmatic needs	- \$12,000
Remaining for SPAIP	= \$6,000
Salary payment + Adjunct OPS fringe	\$5,758.16 + \$241.84

FSSP Option 2, 100% Faculty

FSSP Accrual of \$20,000	
Option 2 @ 100%	\$20,000
Less Programmatic needs	- \$12,000
Remaining for SPAIP	= \$8,000
Salary payment + Adjunct OPS fringe	\$7,677.54 + \$322.46

Annual 12 Month Faculty Rate without fringe	\$90,000
Monthly Rate	\$7,500
2-month cap	\$15,000



Questions?

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