

FAQs – Sponsored Program Award Incentive Plan (SPAIP)

1. What is the timeline for processing the SPAIP payment for 12-month faculty?

Deadline Date	Action
January 10	Calculate one-time payments for unit 12-month faculty
January 17	Review calculations and secure approvals from unit leader
January 22	Enter one-time payment ePAF as “INP” – Incentive Payment
January 22	Update payroll distribution with “INP” code and appropriate EAC/chartstring for pay period 1/17-1/30/25
February 7	Payment in paycheck

2. What form/documentation should I use to process the annual SPAIP payment for 12-month faculty?

The form for this process should include the calculation/amount that will be processed for the 12-month faculty, as well as a signature of approval by the unit leader. An example is found on the IFAS HR website.

3. Who approves the SPAIP calculation/amount for a Department Chair or Center Director?

Send the request/documentation to ifas-hr@ifas.ufl.edu and it will be routed by IFAS HR to Dr. Gilbert for review and approval before payment is processed. Please do not send the form directly to Dr. Gilbert.

4. How do we determine whether faculty have a satisfactory evaluation (in all components)?

This is part of the review with your unit leader. IFAS HR can assist with this question as well.

5. Does the HRL need to submit an ePAF once approvals are received?

Yes; once the calculations are completed and approval is received by the unit leader, the unit HR liaison must enter a one-time payment ePAF effective 1/17/25 using the “INP” incentive payment code.

6. Who do I contact with questions?

Questions related to calculations should be sent to financial-admin@ifas.ufl.edu.

Questions related to the process, faculty evaluation, or ePAF processing should be sent to ifas-hr@ifas.ufl.edu.