

**VANDERBILT UNIVERSITY MEDICAL CENTER**  
**DEPARTMENT OF PSYCHIATRY AND BEHAVIORAL SCIENCES**  
**POLICIES AND PROCEDURES**

**Departmental Academic Reward Fund**

This policy applies to full-time faculty members outside the investigator track (tenure-track) with primary appointments in the Department of Psychiatry and Behavioral Sciences. It details the department's policy and procedures regarding the awarding of departmental academic incentive reward funds.

The department allocates up to \$50,000.00 per year for the purpose of rewarding productivity in academic achievement. Funds are awarded in March and will be added to the faculty member's October 1 paycheck as additional pay.

Applications must be submitted using the designated form (available on the Department website), which details productivity for the past 12-month period, to the Department Chair on or before March 1.

Eligible faculty may be awarded an amount up to \$6,000 per person, per year. Amounts are awarded based on the following criteria.

Publications /each	\$1,500
<b>Extramural grants as a PI (total cost/year)</b>	<b>Each</b>
>500,000	\$5,000
100,000-500,000	\$2,000
25,000-100,000	\$1,000

Faculty with access to unrestricted funds greater than \$50,000 are not eligible for the award.

Only publications with an issued NCBI PMID and those in which the first or last author has an appointment in the Department of Psychiatry and Behavioral Sciences are eligible.

Each publication can be claimed only once by a single faculty member based on agreement between the authors.

Multi-year grants are eligible for award in each of the funded years; however, the applicant must reapply each year to claim the award.

The program can be suspended or modified at any time based on the availability of departmental funds.

All pre-award questions and comments should be addressed to the Department Chair.

All post-award questions should be addressed to the Department Administrator.

Effective Date 9-1-2015 Revision Dates 2-11-2016; 12-11-2020; 3-11-2021

  
\_\_\_\_\_  
Department Chairman

3-11-2021  
Date

  
\_\_\_\_\_  
Department Administrator

3-11-2021  
Date