

Principal Investigator Incentive (PIN) Fund Guidelines and Information

Research & Graduate Studies (RGS) is pleased to offer the PIN program in recognition of the research, training, creative work, and scholarly work conducted by investigators at PSU. This document provides information on how the PIN program works and also contains information about allowable PIN fund expenditures.

Fund Earnings

RGS returns 2% of F&A (Facilities & Administrative) funds to the principal investigator (PI) or co-investigator (Co-I). PI and Co-I credit splits (including any subsequent changes) are recorded and authorized on the proposal PI Form as documented through Sponsored Projects Administration (SPA).

Fund Use

The purpose of this rebate program is to support investigators and advance their research scholarly or creative activity agendas. Generally speaking, funds may be used for any allowable related expense which can be interpreted broadly. For example, funds may be used to cover expenses that cannot be directly charged to sponsored projects; travel to meet with program officers or collaborators; student payroll; professional development; professional organization membership fees; software; grant cost overruns; etc.

Important: Please see the section below, Person-specific Index Use Allowability, for special circumstances related to payroll and benefits, which have certain restrictions based on guidance from PSU's legal counsel.

Fund Distribution

PIN earnings are distributed live and are automatically credited to the PI's index. Each PI has their own PIN index code generally following the naming convention of "PIN" + PI's initials (e.g., PINABC). PIN funds accumulate to this index for the PI's use, and the index is managed by the PI's department.

Fund Balance Information

Senior Fiscal Officers will be notified of PIN earnings and balances ~~each~~ quarterly by RGS. The

Spending PIN Funds

PIs should work with their departmental staff to spend PIN funds and follow any departmental fiscal protocols for approvals. There is no need to involve SPA staff in the PIN process. SPA staff do not manage, track, or approve PIN fund expenditures. RGS approval of expenditures is not required.

Changes to PIN Indexes

When a PI moves to a new department, RGS creates a new PIN index for that PI such that the index org code matches the new department. This way, the new department staff have the authority to help the PI spend the funds. The existing PIN fund dollars follow the PI to the new department (nothing is swept by RGS).

PIN Fund Transfers

PIN funds are not transferrable from one PI's account to another PI's account.

Emeritus Faculty

