

## Incentive Plan Request

Program Name

Fiscal Year

**Groups Included**

Faculty only  
Staff only  
Faculty & Staff

**Incentive Plan Type**

New  
Renewal  
Update

**Description/Background:**

**SMART Goals** S.M.A.R.T. is a mnemonic acronym, giving criteria to guide in the setting of objectives.

**Specific** Understood, well-defined, clear, and unambiguous.

**Measurable** Specific criteria to measure the performance data toward the accomplishment of the goal.

**Achievable** Attainable, not impossible to achieve, but also challenging.

**Relevant** Relevant to the participant's job and UAB initiatives.

**Time bound** Clearly defined timeline, including a starting date and a target date.

**Objective/Purpose:**

**Eligibility:**

**Payment Information**

Pay Calculations:

Pay Interval(s) (e.g., Monthly, Annually, etc.):

Timing of payment(s) (e.g., 1st of the month, October 1st, etc.):

**Advantages:**

**Potential Adverse Consequences:**

**Cost Justification:**

**(For Compensation Use Only)**

**Compensation Comments:**

**Approvers:**

CRF#

School/Department

Compensation Analyst

Program Code

For Faculty:

For Staff:

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Sr VP-Academic Affairs and Provost or Designee      Date

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Sr VP-Finance & Administration or Designee      Date