

<b>UNIT:</b> Office of Research and Sponsored Programs	Effective Date: July 1, 2006											
<b>SUBJECT:</b> Regulations Governing External Grants and Contracts	Revised Date: June 1, 2007											
<b>TITLE:</b> Facilities and Administrative (F&A) Cost Distribution Plan	Number 009	Page 1 of 2										
<p><b>OVERVIEW:</b> The Facilities and Administrative (F&amp;A) Cost (formerly Indirect Cost) Distribution Plan provides a rebate to colleges/administrative units and departments/offices of principal investigators/project directors who earned facilities and administrative costs from external grants and contracts.</p> <p><b>PURPOSE:</b> The Facilities and Administrative (F&amp;A) Cost Distribution Plan establishes an equitable distribution of the facilities and administrative costs earned to colleges/administrative units, departments/offices, the Camden-Carroll Library, the Office of Research and Sponsored Programs, and the University General Fund. <b>The base distribution year will be FY 2004-2005 with the first disbursement of funds beginning July 1, 2006.</b></p> <p>The distribution of facilities and administrative funds provides an incentive to promote, encourage, and facilitate the development of new proposals, scholarly activities, and program enhancements which are not existing in University budgetary line items, e.g., research lecture series, student research support, adjunct or temporary faculty instructional support or equipment.</p> <p><b>The plan was developed cooperatively between the Office of Research and Sponsored Programs, the Office of the Provost and Executive Vice President for Academic Affairs, and the Office of the Vice President for Planning, Budgets and Technology.</b></p> <p><b>FORMULA:</b> All F&amp;A cost funds earned from external funding source grants and contracts during a fiscal year will be distributed annually through the Office of Research and Sponsored Programs.</p> <p>The Office of the Vice President for Planning, Budgets, and Technology will determine the total F&amp;A annual distribution amount and will notify the Office of Research and Sponsored Programs.</p> <ol style="list-style-type: none"> <li>1. Any F&amp;A related recurring costs from the F&amp;A earned will not be a part of the annual distribution plan. Recurring costs will be deducted from the total F&amp;A earned. The remaining balance will be distributed according to the following F&amp;A Cost Distribution Plan.           <table data-bbox="428 1465 1243 1646" style="margin-left: 40px;"> <tr> <td>a. University General Fund</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>b. Academic Colleges/Administrative Units*</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>c. Academic Departments/Offices*</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>d. Camden-Carroll Library</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>e. Office of Research and Sponsored Programs</td> <td style="text-align: right;">5%</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>100%</b></td> </tr> </table> </li> </ol> <p>* <b>F&amp;A cost distribution funds will be allocated proportionately to the colleges/administrative units and departments/offices based on F&amp;A cost funds <u>earned</u> through grants and contracts.</b></p>	a. University General Fund	50%	b. Academic Colleges/Administrative Units*	5%	c. Academic Departments/Offices*	35%	d. Camden-Carroll Library	5%	e. Office of Research and Sponsored Programs	5%		<b>100%</b>
a. University General Fund	50%											
b. Academic Colleges/Administrative Units*	5%											
c. Academic Departments/Offices*	35%											
d. Camden-Carroll Library	5%											
e. Office of Research and Sponsored Programs	5%											
	<b>100%</b>											

<b>UNIT:</b>	Office of Research and Sponsored Programs	Effective Date: July 1, 2006	
<b>SUBJECT:</b>	Regulations Governing External Grants and Contracts	Revised Date: June 1, 2007	
<b>TITLE:</b>	Facilities and Administrative (F&A) Cost Distribution Plan	Number 009	Page 2 of 2
<p>2. The Office of Research and Sponsored Programs, the Office of the Provost and Executive Vice President for Academic Affairs, and the Office of the Vice President for Planning, Budgets and Technology will review the Facilities and Administrative (F&amp;A) Cost Distribution Plan after the first year of implementation to determine whether adjustments are necessary. Thereafter, annual reviews will be conducted by the Office of Research and Sponsored Programs.</p> <p>Overexpenditures <u>rarely occur</u>. In the event of an overexpenditure, F&amp;A college/administrative unit and department/office funds <u>must</u> be used to reimburse the University for overages on a grant or contract budget.</p> <p><b>EXPENDITURE GUIDELINES:</b></p> <ol style="list-style-type: none"> <li>1. Each fiscal year, based on eligible grants and contracts funded, F&amp;A cost distribution funds will be transferred to the general fund, colleges/administrative units, departments/offices, the Camden-Carroll Library, and the Office of Research and Sponsored Programs budgets as a separate line item.</li> <li>2. The percentage allocated to the general fund, colleges/administrative units, departments/offices, the Camden-Carroll Library, and the Office of Research and Sponsored Programs will be based on the formula outlined. The distribution will be the total amount of F&amp;A cost earned annually, excluding fixed recurring costs paid from the F&amp;A cost funds.</li> <li>3. The administrative unit head, e.g., department chair or director, <u>must</u> involve the project director/principal investigator within the department/office in planning expenditure of the funds.</li> <li>4. All expenditures <u>must</u> be made in accordance with current University regulations.</li> <li>5. When co-project directors/co-principal investigators come from two or more departments/offices, the F&amp;A cost distribution funds will be divided equally between the participating departments/offices.</li> <li>6. Funds cannot be used for recurring costs.</li> </ol> <p><b>SUMMARY:</b></p> <p>It is understood that not all grants or contracts generate F&amp;A cost funds. F&amp;A cost funds are identified as a separate line item in proposal budgets and funds are earned as expenditures are reimbursed by the funding source. A portion of the F&amp;A cost funds earned from a project during a University fiscal year will be distributed according to the F&amp;A Cost Distribution Plan no later than January 1 of the next fiscal year. In essence, F&amp;A cost funds earned during one fiscal year will not appear as a budget line item of the appropriate administrative units until the following fiscal year. <b>The Office of Research and Sponsored Programs staff will work cooperatively with the Office of the Provost and Executive Vice President for Academic Affairs, the Office of the Vice President for Planning, Budgets and Technology staff, and the Office of Accounting and Budgetary Control staff to implement this plan.</b></p> <p>The Office of Research and Sponsored Programs staff will review this regulation annually for compliance with University and external funding source policies and procedures.</p>			