Policy Title: Procedures for Allocating Sponsored Project Funding on More than One Campus - #1016

POLICY DETAILS

Effective Date: August 1, 2004
Responsible Office: Vice President for Academic Affairs and Research Office
Approved by: Jack O. Burns, Vice President for Academic Affairs and Research
Application: All campuses
Replaces: n/a

In the case of multi-campus research projects, the policy below should guide the allocation of sponsored project funding and facilities and administration cost rates.

I. Statement of Policy

When a sponsored project award is made to one campus (the "prime campus") that involves the participation of one or more other campuses (the "collaborating campus" or "campuses") such that a portion of the funding for the project is to be allocated to the collaborating campus as a sub-award or sub-contract, the following procedures shall apply:

A. The collaborating campus must provide the prime campus a proposal for its part of the project. The proposal shall describe the nature and extent of the collaborating campus's responsibilities and the amount of funding to be allocated to the collaborating campus. This proposal must be approved by the collaborating campus's project director and its authorized official (subject to normal campus routing processes) and must be accepted by the prime campus's project director and its authorized institutional official for sponsored agreements.

B. The prime campus shall, in a timely manner, provide a letter to the collaborating campus advising of: (1) the receipt of the award; (2) the collaborating campus's portion of the award; and (3) the funding agency's relevant terms and conditions to be followed in its administration. The letter shall authorize the collaborating campus to send an invoice to the prime campus for expenditures incurred or portions of the amount awarded, as appropriate.

C. Each campus shall comply fully with all applicable terms of the sponsored project award as stipulated by the funding agency or otherwise required by law. Each campus shall use its own Facilities and Administration (F&A) cost rate for its portion of the
sponsored project. For the prime campus, this will include F&A costs applied to the first $25,000 (or whatever threshold is specified in future indirect cost agreements) of the collaborating campus's sub-award if the prime campus's federally negotiated F&A rate is based on Modified Total Direct Costs (MTDC).

D. If the funding agency is a governmental entity or non-profit and does not allow the use of the prime campus's federally negotiated F&A cost rate, the rate allowed by the funding agency, if any, will be appropriately applied at each campus. If the funding agency is a for-profit entity, campus policy will be applied in making the decision on the rate.

E. Consistent with established policies, each campus has the authority to waive all or part of its F&A recovery on an externally funded project subject to the Administrative Policy on Indirect Cost Recoveries, which states that any waiver of F&A with a fiscal effect larger than $150,000 in a given year shall be submitted to the Office of the President for review and approval.