



**Campus Administrative Policy**

**Policy Title:** Awards or Subcontracts with State of Colorado Agencies

Policy Number: 2016 Functional Area: Finance

---

Effective: April 1, 2011  
Date Last Amended/Reviewed: April 1, 2011  
Date Scheduled for Review: June 1, 2018  
Supersedes: Awards or Subcontracts with State of Colorado Agencies (May 1, 2009)

Approved by: Vice Chancellor for Research

Prepared by: Director of the Office of Grants and Contracts  
Reviewing Office: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer (CU Anschutz)  
Senior Vice Chancellor for Administration and Finance and Chief Financial Officer (CU Denver)

Responsible Officer: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer (CU Anschutz)

Applies to: CU Anschutz Medical Campus  
CU Denver Campus

---

**A. INTRODUCTION**

It is the policy of the University of Colorado Denver | Anschutz Medical Campus to ensure that all sponsored projects and contracts with State of Colorado agencies incorporate the appropriate Facilities and Administrative Costs (F&A). This policy sets forth the process that all Principal Investigators (PI) and Administrators must follow when responding to a proposal.

**B. POLICY STATEMENT**

CU Denver | CU Anschutz has established Facilities and Administrative (F&A) rates. All Facilities and Administrative cost recovery revenue must be budgeted, allocated and expended in compliance with state and federal laws, policies of the Board of Regents, and University Administrative Policies. Principal investigators, chairs, and deans are responsible for identifying the proper Facilities and Administrative cost rate. All

sponsored projects and contracts with State of Colorado agencies must receive approval from the Office of Grants and Contracts (OGC) prior to finalizing any contract negotiation or submitting a proposal to any State agency.

## **C. PROCEDURE**

Prior to submitting a proposal or negotiating a contract with any State of Colorado agency, Principal Investigators and/or Administrators must prepare a proposed budget, scope of work and proposed F&A rate using a State Agency Budget Form. Completed forms are to be submitted to the Pre-Award Section of the OGC for review and approval prior to submitting any proposals or commencing negotiations with an agency. The State Agency Budget Form will be returned to the PI/Administrator after review is finalized by the Pre-Award Section. If the budget, scope of work and F&A receive approval from Pre-Award, the approved State Agency Budget Form is to be provided by the PI/Administrator to the State Agency representative for verification of Grants and Contracts approval. This procedure expedites negotiations with State agencies and ensures appropriate F&A is confirmed prior to any commitments.

### **Notes**

1. Dates of official enactment and amendments:  
May 1, 2009: Adopted by Vice Chancellor for Research  
April 1, 2011: Updated  
February 11, 2019: Formatting Updated
2. History:  
February 11, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: April 1, 2011
4. Cross References/Appendix:
  - [Campus Policy 2027, Fiscal Policy for Facilities and Administrative Costs](#)