

General Guidelines: For Departments & Colleges Use of F&A Funds

Introduction:

Facilities & Administrative (F&A) costs are those costs associated with conducting sponsored projects -- i.e., grants, contracts, cooperative agreements, and subrecipient agreements (sponsored project agreements) for projects directed by faculty, staff, and other institutionally-recognized unit heads -- that can not be clearly identified or directly accounted for on an individual project basis. The University has established a Research Incentive Distribution for the F&A Costs Policy whereby a portion of the F&A funds recovered may be distributed to the departments and colleges responsible for the sponsored project. This distribution concept is intended to stimulate and enhance the research resources and capabilities of the University at both the departmental and college levels.

Purpose:

To provide general guidelines for the use of F&A cost funds distributed at both the departmental and college levels. These guidelines are suggested in an effort to provide a general context that promotes consistency across the institution.

Recommendations:

1. That the funds be dedicated to the research and development missions of the department/college, and University. Further, that these funds not be used to support general operating expenses already funded through appropriations.
2. That the following activities, neither exhaustive nor priority in nature, be considered examples of the types of research and development efforts that could be funded at the college/department level:
 - a. Cost sharing (matching funds) for projects when required by the sponsor.
 - b. Enhancement of research support services, e.g. clerical support, student worker assistance, consultation services, etc.
 - c. Stimulating the development of partnerships and cooperative agreements between the University and external organizations, both public and private.
 - d. Travel to promote the research and development efforts of the department, college, and/or University.
 - e. Attendance at conferences related to faculty research and development.
 - f. Presentation of research results, especially solicited by an external agency.
 - g. Page charges for publication of the results of a sponsored project.
 - h. Reassigned time for funded project activities and/or those that may have potential to receive funding (course buyout, overload, salary savings, or extra compensation).