



Policy on Facilities and Administration (F&A) Distribution

The College of Education and Human Sciences currently receives 45% of the facilities and administrative costs (F&A) recovered from sponsored programs collected by the University. The University asks each college to account for expenditures of F&A. F&A in the College supports infrastructure, new faculty start-up, and special needs of faculty related to sponsored programs. The distribution of the F&A funds in the College will be as follows:

1. Distribution of Funds:

A. For all F&A funds received by the College, 25% will be for the principal investigator, 25% will be for the department/school, and 50% will be held at the College level (i.e., to support infrastructure and administration for sponsored programs). These funds are to generate additional sponsored activity and support current grants and contracts.

Use of F&A funds is for:

- Expenses for a project not allowable on the project due to cost accounting standards (CAS regulations) and cost share requirements.
- Expenses for generating additional sponsored activity, including support of grants and contracts services, equipment purchase, and maintenance.
- Travel to pursue additional funding from agencies or foundations is appropriate.
- All expenses should relate to generating additional sponsored projects.

B. The funds are managed by the Associate Dean for Research and Graduate Studies in coordination with the College's Business Operations office. The funds will be transferred twice a year (in January and July) into F&A accounts set up for each PI and department/school. Where multiple departments/schools and/or multiple PIs are involved in a grant or contract, the partitioning of the F&A will be determined as a matter of the post-award process. Unless otherwise specified by the PIs, this determination will be proportionate to the budget cost for each entity.

2. Reduction or Waiver of F&A:

If an agency has a set ceiling or does not pay F&A, documentation of the agency's policy must be provided with the PI's proposal budget information. The policy of the University is to collect full F&A. If a PI requests voluntary waiver of F&A costs, then the **department/school** assumes the responsibility for any waiver of F&A.