

PROCEDURE

15.01.01.W1

Administration of Sponsored Agreements – Research and Other

Approved July 30, 2008

Revised January 29, 2015

Revised August 5, 2020

Revised August 12, 2024

Supplements System Regulation 15.01.01



Facilities and administrative costs (F&A), also known as indirect costs, are applied in order to recover allowable overhead costs associated with conducting projects at WTAMU. Facilities and administrative costs are negotiated on a periodic basis with the U.S. Department of Health and Human Services and should be applied to all sponsored project applications unless the sponsor prohibits F&A costs or designates another rate. F&A costs are those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, and instructional activity or any other institutional activity. Examples are general administrative expenses, departmental administration, sponsored projects administration, equipment and building use allowances, and physical plant operation and maintenance. ([See e-CFR Uniform Guidance: Appendix III to Part 200 – Indirect \(F&A Costs\)](#)).

1. DISTRIBUTION OF FACILITIES AND ADMINISTRATIVE COST FUNDS

- 1.1 Pre award will determine if a grant or contract is determined to be research or non-research. This will be done in consultation with the Principal Investigator (PI). In the event the two parties cannot agree the respective dean and/or vice president will be consulted.
- 1.2 Research Grants and Contracts
 - (1) 40% of the F&A costs retained by the University.
 - (a) The salary of the Pre and Post-Award Specialist positions will be paid from the University's portion.
 - (b) All routine maintenance items needed in laboratory spaces will be paid by the University. This does not include project costs.
 - (2) 40% of the F&A costs distributed to Principal Investigator(s). Primary Investigator will determine the percentage of this distribution among Primary and Co-Primary Investigators prior to submission of proposal.
 - (3) 10% to the respective academic department of the PI(s), reflecting the Primary Investigator(s) distribution.
 - (4) 10% to the Vice President for Research.

1.3 University (non-research) Grants and Contracts

- (1) 40% of the F&A costs will be retained by the University.
- (2) 40% of the F&A costs will be distributed to the PI(s). Primary Investigator will determine the percentage of this distribution among Primary and Co-Primary Investigators prior to submission of proposal.
- (3) 10% to the respective academic department of the PI(s) – if any - reflecting the PI/Co-PI distribution. If a PI is not tied to an academic department, the determined percentage will be directed to the PI’s vice president.
- (4) 10% of the F&A costs will be distributed to the respective vice president of the PI(s).


2. REVIEW OF DISTRIBUTION OF ANNUAL FACILITIES AND ADMINISTRATIVE COST FUNDS

- 2.1 The Vice President for Research and Vice President for Business & Finance will review and approve the calculation before posted to respective accounts.
- 2.2 Posting to respective accounts listed in 1.2 and 1.3 will be completed no later than the end of each October after the fiscal year end in August.

Contact Office

Vice President for Research and Compliance
Vice President for Business and Finance

Approval



President

8/12/24 Date