

## COLLEGE OF EDUCATION GUIDELINE

**Policy Title:** Facilities and Administrative Return

**Policy Number:** 08-2-01

**Functional Area:** Research

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Effective: July 1, 2024  
Supersedes: July 1, 2022

Approved by: Interim Dean Joe Wehrman  
Date Approved: October 1, 2024

Responsible Office: Finance and Administration  
Policy Primary Contact: Finance and Administration Manager

Applies to: College of Education

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### A. INTRODUCTION

This guideline allows the college portion (55%) of Facilities and Administrative Return (F&A), otherwise known as Overhead or Indirect Costs, to be divided within the college infrastructure. The F&A recovery funds will be used to support the college research infrastructure and to attract future awards. This policy is intended to be consistent with the CU System Administrative Policy Statement and the UCCS Policy on F&A from Externally Sponsored Programs as it relates to both distribution and use of F&A recoveries. “The primary purpose of F&A recoveries is to invest in the development and maintenance of an infrastructure for research and sponsored programs” (UCCS Policy 900-003).

### B. POLICY STATEMENT

1. The distribution of F&A recovery funds provided to the college each year will be distributed as follows within the college:
  - a. 25% will be allocated to the College to be used for new faculty startup funds, equipment, administrative support, research space, and other necessary resources related to performing sponsored activities and attracting sponsored awards.
  - b. 35% will be allocated to the Department(s) to be used for equipment, research space, resources related to performing sponsored activities and attracting sponsored awards, and other initiatives in support of departmental goals.
  - c. 40% will be allocated to the Principal Investigator(s) (PI) (or equally divided among the multiple investigators assigned to the award).
2. If the PI is no longer employed by the university the PI portions of F&A will be divided equally between the department and college.
3. If the F&A recovery funds are less than \$1000, 100% of the recovery funds will go to the PI.
4. In the event of cross-college/school collaboration with multiple investigators, a Differential F&A Distribution Addendum (available on the OSP website) shall be put in place and agreed to by all parties, including the Deans of the colleges involved.
5. All technology or other items that are purchased remain property of UCCS and will be required to be returned upon separation of employment unless specified by the grant funding agency or organization.

**Notes**

1. History
  - Initial guideline approval September 9, 2014 by Dean Mary Snyder
  - Revised/approved July 17, 2019 by Dean Valerie Martin Conley
  - Revised/approved July 1, 2022 by Acting Dean Joseph Wehrman
  - Revised/approved October 1, 2024 by Interim Dean Joe Wehrman
  
2. Cross References/Appendices:
  - [UCCS Policy 900-003 Distribution of Facilities and Administrative \(F&A\) Recovery from Externally Sponsored Programs](#)