

UCCS College of Business (COB)
Facilities & Administrative (F&A) Policy
Revised 10/22/19; 7/5/22; 8/31/22; 5/17/23

These guidelines pertain to any F&A monies that are returned to the COB for grants that COB faculty and staff have been awarded. This change is reflective of the new Budget Model Redesign. **Note: please refer to separate COB guidelines for review requirements and submission timeline for new grant opportunities*

F&A funds are to be used for research-related expenditures. All technology or other items that are purchased remain property of UCCS and will be required to be returned upon separation of employment.

For pure research grants, where the COB's support is minimal, 32% of the F&A will be returned to the PI and 68% will be retained by the COB/Campus. Research grants generally include the following elements:

- Summer support for faculty
- Hiring 2 or less student workers
- Travel reimbursement support
- Minimal need for purchasing with less than 6 requests per fiscal year
- No marketing efforts

For more involved grants, such as small workforce development grants, where the COB's support is required, 16% of the F&A will be returned to the PI and 84% of the F&A will be retained by the COB/Campus. Small workforce type grants generally include any of the following elements in addition to pure research grant elements:

- Hiring of 2 or less staff members
- Hiring more than 2 student workers
- Minimal – Moderate marketing efforts
- Minimal – Moderate need for purchasing with about 6 requests per fiscal year
- 2 or less Scope of Work contracts per fiscal year

For complex grants, such as large workforce development grants, where the COB's support is required at a high level, 8% of the F&A will be returned to the PI and 92% of the F&A will be retained by the COB/Campus. Large workforce type grants generally include any of the following elements in addition to pure research and small development grants:

- Hiring more than 2 staff
- Moderate – High marketing efforts
- Moderate – High need for purchasing with more than 6 requests per fiscal year
- More than 2 Scope of Work contracts per fiscal year