

**Lyda Hill Institute for Human Resilience**  
Facilities and Administration/Indirect Cost Sharing Policy  
Revised July 1, 2022

This policy is to guide decisions made when sharing F&A from grants with other units and/or with multiple PIs. The goal is to create a mutually beneficial agreement that fosters scientific growth and infuses campus interactions with the Lyda Hill Institute for Human Resilience (the “Institute”) that advance UCCS sponsored projects and activities.

The primary purpose of F&A is to support and grow the infrastructure needed for the continued operation of grant activities and is guided by federal and campus policy. According to the UCCS Office of Sponsored Programs Handbook, the portion of the F&A returned to colleges or departments is “*to provide the infrastructure for additional contract and grant activity, as an investment in the continued ability of the departments to generate sponsored activities. These funds are used to enhance the sponsored activity environment. Examples include: funding pilot studies to obtain preliminary data that is needed prior to a formal proposal submission, travel to visit sponsoring organizations, equipment maintenance/purchase, and providing matching funds for specific programs*”. As a self-funded, non-academic Institute, we rely solely on our F&A distribution to fund the grant production and administration support infrastructure needed to ensure our research operations and future growth are sustainable, as well as contributing to cross-disciplinary research, student training, and faculty development within our unit and across the UCCS campus. Thus, the Institute will generally retain 80% of the indirect cost recovery (F&A) generated by its contracts and grants, distribute 10% to the PI, and distribute the remaining 10% to other partnering campus units when applicable.

The 10% F&A reserved for contributing units can be distributed to a single unit or split between multiple units when applicable. In the case of multiple contributing units, an agreement between units on the portion that each will receive should be reached and submitted in writing to the Institute prior to grant submission. When determining how to split the 10% F&A between contributing units, maintaining the mutually beneficial relationships involving sponsored projects between the Institute and other campus units should be the primary considerations when determining the appropriate division of F&A. From UCCS OSP Handbook: “*F&A costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, but contribute to the ability of the University to support research projects and programs. Such costs are normally classified under the following categories:*

- § depreciation and use allowances;*
- § general administration and general expenses;*
- § sponsored projects administration expenses;*
- § operation and maintenance expenses;*
- § library expenses;*
- § departmental (Institute) administration expenses; and*
- § student administration and services.*

*In other words, F&A costs stem from providing research space and administering the activities, not from the actual performance of the activities under the sponsored agreement.”*

With this definition of F&A in mind as well as the UCCS F&A distribution policies, the following responsibilities and costs should be considered when deciding what is the appropriate split:

- Use of research spaces
- Use of equipment (copier, printers, fax) and supplies for general grant activities that are not covered by the grant (e.g., questionnaire costs may be included as a direct cost in the grant but more administrative and general copying is typically included as part of F&A costs).
- Use of staff as administrative support for hiring personnel for grant including managing student hires, tracking grant expenditures, purchasing, payroll services (e.g., paying faculty, paying students and other staff), travel arrangements and reimbursements, participant payments, oversight on compliance issues, etc.
- Use of shared equipment or facilities.
- Use of staff to provide research and compliance oversight of multi-disciplinary research projects.

Typically, the PI portion of the F&A split is 10% of the total when there is a single PI. When there are multiple PIs within the Institute on a single grant who do not have other appointments, then the PIs will need to decide how the PI portion of the F&A will be distributed amongst the PIs. This is an internal agreement within the Institute and needs to be communicated to the Director and Institute Financial Manager prior to the grant submission when possible. When other units are involved the PI(s) needs to consider what the appropriate distribution should be. When the PI is within the Institute, distributions *must be discussed and approved* by the Institute Director. The campus differential F&A distribution form should be submitted with the grant routing forms. Different colleges, centers, and institutes may have different distribution policies than the Institute. This policy applies only when full F&A is contracted with the sponsoring agency. For grants restricted to a reduced F&A rate, the PI portion is 5% of the total. When the off-campus F&A rate applies, there is no portion distributed specifically to the PI.

In the instance of Institute personnel being included in submissions from other units, the Institute will negotiate F&A return to both the Institute and personnel.