Operating Policy and Procedure

SON OP: SON OP 10.085 Facilities & Administrative (F & A) Allocations – Grants and Contracts

PURPOSE: The purpose of this policy is to delineate a fair and equitable distribution of F & A costs within the School of Nursing as a result of grant and contracting activities.

REVIEW: This policy will be reviewed on April 1 of each odd-numbered year by the Dean and the Associate Dean of Research, with recommendation for revision forwarded to the SON Coordinating Council by April 15 of the same year.

POLICY/PROCEDURE

1.0 Policy

Funded facilities and administration (F & A) costs are those expenditures that are incurred in support of an institution’s mission. The performance of these major activities results in expenditures that cannot be specifically attributable and readily identifiable to a particular project.

F & A indirect costs are calculated by multiplying the grant’s direct costs by the appropriate institutional F & A Rate shown in Section 2.0 minus non-allowable items. A Brief Guide to the Grants Process at TTUHSC provides a summary of each stage of the grant process and explains how the Office of Sponsored Programs is involved. Follow the bolded section to the OSP link. The TTUHSC Office of Sponsored Program can serve as a point of assistance with funding opportunities and guidance. The OPS website is www.ttuhsc.edu/research/divisions/sponsored-programs/default.aspx.

2.0 Procedure

Federal Grants

For federal grants, TTUHSC has negotiated the following F & A rates with the U.S. Department of Health and Human Services (DHHS), which is the institution’s “cognizant agency”.

The current DHHS rate agreement is effective September 14, 2007. The following rates are valid through 8/31/2010 or until a new agreement is negotiated:

- 48.5% On-campus rate for organized research
- 35.0% On-Campus rate for instruction
- 26.0% On-Campus rate for other sponsored programs
- 26.0% Off-campus rate for all programs
- 8.0% HRSA related training program grants

All proposed budgets must include the full DHHS F & A rate or the maximum rate allowed by the sponsor.

**State Government**

State government proposals include F & A costs at a rate of the maximum allowable by the particular state agency.

**Private Foundations and Industry Sponsors**

F & A costs for applications submitted to private foundations and industry sponsors are requested at the maximum amount allowed by the sponsor.

When determining whether particular costs can be charged to a sponsored grant proposal, the terms and conditions of award take precedence over federal guidelines when there are specific prohibitions on expenditures. Also refer to TTUHSC OP 65.04 regarding allowable and unallowable costs.

### 3.0 Distribution of F & A for Grants Bearing Full DHSS Rate shown in Section 2.0

The percentage distribution outlined below for principal investigators may be adapted to accommodate the specific F&A needs of individual research grants. A change in the distribution to the principal investigator will result in modifications in percentage distributions to other entities including the Research and Clinical Services Program, Office of the Dean/Regional Deans, Academic Department or Bridge Program Fund. These modifications require review and approval by the Associate Dean for Research and the Dean of the School of Nursing.

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<tr>
<th></th>
<th>Distribution</th>
<th>Percentage</th>
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<tr>
<td>a)</td>
<td>Principal Investigator</td>
<td>20%</td>
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<td>Reinvestment into research and/or program activities in proportion to the types of grants contributing to the F &amp; A. Not for salary augmentation. This percentage</td>
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<td>b)</td>
<td>Research &amp; Clinical Services Program</td>
<td>20%</td>
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<td></td>
<td>Support of reinvestment into the research or clinical services and/or community engagement programs in proportion to the types of grants contributing to the F &amp; A. Oversight by the Research and Clinical Services Committee.</td>
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<td>c)</td>
<td>Office of the Dean/Regional Deans</td>
<td>20%</td>
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<td></td>
<td>Support toward the operations necessary for the research and programmatic mission of the school. Includes covering non-budgeted administrative costs associated with research or program grants in proportion to the types of grants contributing to the F &amp; A. Regional Deans will provide recommendations on use of funds to the Office of the Dean.</td>
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<td>d)</td>
<td>Academic Department</td>
<td>20%</td>
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<td>Support the development of faculty to conduct research or develop programming in proportion to the types of grants contributing to the F &amp; A. May also support release of the Principal Investigator and/or Program Director teaching and/or service workload for time dedicated to funded research and/or programs not covered by the budget.</td>
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<td>e)</td>
<td>Bridge Program Fund</td>
<td>20%</td>
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<td>A portion will be allotted annually for the “Bridge Program Fund” to support previously funded research and/or program grants with approval awards in proportion to the types of grants contributing to the F &amp; A. Oversight by the Office of the Dean.</td>
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4.0 Distribution of F&A for Grants Bearing Less Than The Full Current DHSS Rate shown in Section 2.0.

The percentage distribution outlined below for non-research awards may be adapted to accommodate the specific F&A needs of individual non-research grants. A change in the distribution to the program director will result in modifications in percentage distributions to the Office of the Dean. These modifications require review and approval by the Associate Dean for Clinical Services and Community Engagement and the Dean of the School of Nursing.

Direct Programmatic Grants

F&A costs from non-research awards that bear allowable F&A costs with greater than 10% return will be shared by the Office of the Dean for discretionary programmatic activities (75%) and the program director (25%) (referred to as “other” grants).

F&A costs from grants bearing 10% or less will be allocated to the Office of the Dean for administrative and/or discretionary programmatic activities.

5.0 Use of Allocated School of Nursing Research Funds and/or Program Funds

F&A costs recovered from research awards granted to faculty are distributed in accordance with current institutional operational procedure. This distribution, which is established by the Office of Finance and Administration, is reviewed annually. The purpose of returning these monies to the TTUHSC School of Nursing is to encourage and promote faculty research, programs, and the acquisition of further external grant awards.

The School of Nursing encourages that these funds be utilized within three years of their award. Monies not use in three years may be re-distributed by the Office of the Dean upon recommendations from the Coordinating Council and the Associate Dean for Research. The Office of the Dean will have the final authority and responsibility for the administration and monitoring of F&A funds.

The Research and or Program services for which F&A may be used include, but are not limited to, the following prioritized purposes:

1. Building operating costs, including staffing, supplies, maintenance, and repairs and developing the infrastructure for the core research or program facilities.

2. Core research or program staff salaries and/or fringes.

3. Incentive monies for pilot and/or preliminary research/program projects or for faculty research and/or program projects requiring supplemental funds, for temporary research and/or program assistant services to facilitate research/program project progress, or for costs associated with development of external grant proposals with tenure track junior faculty given priority and senior track tenured faculty with a career research and/or programmatic focus change receiving secondary priority. Non-tenure track faculty will be considered for support when resources permit.
4. Central shared research resources, such as specialized research equipment and computer software needed for conduct of research or research services and specialized expertise such as computer technology and instrument design.

5. Funding support for research colloquia or visiting speaker’s program or visiting faculty for purposes of research development within the School of Nursing.


6.0 Bridge Program Fund

This fund will be used to provide interim research staff support for researchers who are in their final year of funding and have a research and/or program review from the sponsors indicating future funding approval. This fund will accrue to a base of $500,000.00, upon which funds beyond this base may be re-allocated for faculty research and/or program support upon recommendation of the Associate Dean for Research to the Office of the Dean.

7.0 Sharing of F & A across TTUHSC Units

Collaboration across units at TTUHSC is valued, and equitable sharing of F & A enhances inter-unit collaboration agreements. A plan for F & A occurs during pre-grant negotiations between the deans or their designees and will be so indicated via a memorandum attached to the grant proposal sign-off process. Typically, the shared amount reflects a ratio portion of budgetary effort planned for the unit personnel.

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