

Worcester State University

DRAFT

Facilities & Administration (F&A or Indirect) Cost Distribution Policy

Worcester State University is committed to creating a strong institutional grant program. This policy seeks to encourage further grant development endeavors by sharing the F&A or Indirect costs recovered from a grant with the Principal Investigator/Project Director of the grant, his/her academic department, Academic Affairs, Administration & Finance and the University's general fund.

Procedures for Distributing and Spending Indirect (or F&A) Costs from Grants, Contracts and Sponsored Projects

The following distribution shall be applied for grants, contracts and sponsored projects indirect cost (F&A) revenue:

- 10% to the Principle Investigator / Project Director of the grant – to be used for the project or professional development, such as travel to professional conferences, research materials and equipment, and other approved expenditures for research and scholarly activities.
- 15% to the Academic department – to be used for faculty research and professional development.
- 10% to the Dean or appropriate Vice President – to be used in support of grants, current or future.
- 10% to the Provost of Academic Affairs – to be used in support of grants, current or future.
- 25% to the Vice President for Administration & Finance/Grants Office – to be used in support of the administration of grants, contract, and sponsored projects.
- 30% to the General Fund of the College.

When the PI is also a director of a center or institute the following distribution will be followed in lieu of the above:

- 25% of the indirect funds shall be set up in an account in the name of the center;
- 10% to the Dean or appropriate Vice President – to be used in support of research and education.
- 10% to the Provost of Academic Affairs – to be used in support of grants, current or future.
- 25% to the Vice President for Administration & Finance/Grants Office – to be used in support of the administration of grants, contract, and sponsored projects.
- 30% to the General Fund of the College.

The accounts to which the indirect costs will be distributed will be set up by the Grants Office.

The indirect cost revenue will be allocated as the expenditures occur and will not be available at the beginning of the grant period.

The funds will be distributed bi-annually (January and August), and may be used for expenses such as travel to professional conferences, research materials and equipment, and other approved expenditures for research and scholarly activities.

Expenditures for all these accounts will follow current University's accounting procedures. All such funds will be able to be "rolled" from one fiscal year to the next.