


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	<p>POLICY NUMBER: 900-002</p>	<p>PAGE NUMBER: 1 of 3</p>
	<p>CHAPTER: Academic</p>	
	<p>SUBJECT: Facilities and Administrative Waivers</p>	
	<p>EFFECTIVE DATE: April 6, 2006</p>	
<p>OPR: VCAA</p> <p>VC: Academic Affairs</p>	<p>SUPERSESSSION: June 20, 2005</p> <p>Approved by Pamela Shockley-Zalabak, Chancellor, on April 6, 2006</p>	

I. POLICY

Facilities and Administrative (F&A) costs are real costs incurred by the campus, associated with all externally-sponsored projects. Any project budgeted at less than the federally approved rate is being subsidized by the other funded projects. But there still may be valid reasons for reducing or waiving these F&A costs on certain projects. Such waivers would reflect the trade off between the need to cover the real (F&A) costs, against the need for the campus to meet other strategic goals.

II. AUTHORITY FOR CAMPUS POLICIES

OMB Circular A-21, Allowable Costs on Federal Grants. CU Administrative Policy Statements, "Policy on Indirect Cost Recoveries," July, 1990.

III. PURPOSE

This policy defines the conditions under which F&A costs may be reduced or waived.

IV. DEFINITIONS

F&A: Facilities and Administrative

V. PROCEDURES

- A. To initiate a request for a F&A reduction or waiver, a recommendation is required from the appropriate academic unit dean, Center or Institute director, or in the case of a non-academic unit, the proposed PI's immediate supervisor. This recommendation is to include the rationale for such a reduction or waiver and an acknowledgement that the distribution of F&A to the unit will be impacted in accordance with the Policy on Distribution of Indirect Cost Returns (ICR) from Externally Sponsored Programs.

This recommendation is then forwarded to the Associate Vice Chancellor for Research, or designee, for approval. This approval is to be obtained prior to

CHAPTER: 200 Academic	SUBJECT: F&A Waivers	POLICY: 900-002	EFFECTIVE: April 6, 2006	PAGE: Page 2 of 3
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contacting the Office of Sponsored Programs for assistance in proposal preparation and/or submission.

The approval of the Vice Chancellors for Academic Affairs, Administration and Finance, and Student Success, with the recommendation of the Associate Vice Chancellor for Research, is required for F&A reductions or waivers that do not fall within the guidelines in section VI.

VI. RESPONSIBILITY

- A. The Chancellor has delegated authority to the Associate Vice Chancellor for Research to evaluate requests for F&A reductions or waivers on a case by case basis.
- B. F&A costs may be reduced or waived if:
 1. By law or regulation, a government agency has a reduced F&A rate.
 2. A foundation has a public, formal written policy on F&A rate, consistently applied.
 3. A corporation has a public, formal written policy on F&A rate, consistently applied .
 - a. Rationale: In these cases, either the campus must accept the sponsor's rate policy, or refuse to submit grant applications to such organizations. Given that a major campus initiative is to expand grant proposal activity and funding, under most conditions limiting grant submissions would be inappropriate.
- C. In addition, consideration will be given to F&A reductions or waivers *when these requests are directly associated with the campus goals listed in the guidelines below.*
 1. In order to expand the partnerships between the campus and Colorado governmental agencies and local businesses, consideration will be given to reduce F&A costs to 15% if the sponsor is a local or State governmental agency or a local business, and if the total budget being requested from the sponsor for the project is less than \$25,000.
 - a. Rationale: In this case, the campus must trade off the competing needs/goals of covering the real (F&A) costs, versus encouraging community engagement and service to the community and State.
 2. In order to provide support for the research programs of pre-tenure faculty, consideration will be given to reducing F&A costs to 15% if the PI is an untenured tenure-track faculty member, has no other externally funded projects, there is clear evidence that such a reduction or waiver will increase the competitiveness of the proposal, and if the

CHAPTER: 200 Academic	SUBJECT: F&A Waivers	POLICY: 900-002	EFFECTIVE: April 6, 2006	PAGE: Page 3 of 3
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total budget being requested from the sponsor for the project is less than \$25,000.

- a. Rationale: In this case, the campus must trade off the competing needs/goals of covering the real (F&A) costs, versus assisting and encouraging young faculty to be successful in grant activities, and thus strengthening the grant culture on the campus.
3. In order to enhance the cultural and artistic activities available to students and faculty on the campus, and to help serve the cultural needs of the community, consideration will be given to reducing F&A costs to 15% on projects proposed for programs and initiatives in the Arts and Humanities (for example, Theaterworks, the Gallery, VAPA, and the Humanities) if the total budget being requested from the sponsor for the project is less than \$25,000.
 - a. Rationale: In this case, the campus must trade off the competing goals of covering the real (F&A) costs, versus encouraging activities in an area that plays a key role in community engagement, and represents a significant cultural asset to the community.