

II.M.

GRANTS: FACILITIES AND ADMINISTRATIVE (INDIRECT) COSTS OF EXTRAMURAL PROJECTS

(August 20, 2019; Revised August 21, 2025)

II.M.1. General

In addition to the information provided by University Procedure *15.01.05.C0.01, Facilities and Administrative Costs of Extramural Projects*, the School of Arts, Media, & Communication has established the following guidelines to determine fair and transparent methods of determining grant application eligibility as well as distribution of recovered F&A costs.

II.M.2. Limited Submissions Guidelines

Limited submission programs typically allow only one or a small number of proposals to be submitted to a sponsoring agency. The guidelines require the School to internally screen applications and determine which research project(s) will go forward to the agency, targeting multiple needs across the School. If multiple submissions are proposed within the School to such a program, the Director or their designee will review the proposals and determine which one(s) may advance, following the criteria listed in the handbook under Faculty Development, II.H.C. Such reviews, when determined to be necessary, will be performed in a timely manner in order to meet final submission deadlines.

II.M.3. Facilities and Administrative (F&A) Costs

1. According to University Procedure *15.01.05.C0.01.1.1*, F&A costs (or “indirect costs or IDC”) are the general operating costs incurred by the university in support of sponsored research, public service, and instruction. These costs must be budgeted so that the university can recover the true cost incurred by such projects. All applications for extramural funding must charge the federally negotiated allowable F&A rate regardless of funding source unless a sponsor precludes or limits such cost. Additional details are available in the aforementioned University Procedure.
2. Distribution of recovered F&A costs:
 - a. For proposals originating with PI(s) salaried by a school, 50% shall go to the University, 50% to the Director of the School of the PI. Five percent of this School allotment will go to the PI(s). PI(s) may carry forward less than \$5,000 of IDC between fiscal years. A PI IDC account in excess of \$5,000 will require justification to carry forward. These requests will be reviewed by the Director on a case by case basis.
 - b. For proposals originating with PI(s) salaried by a center/institute reporting to the Director, 50% shall go to the University, 50% to the Director of the School of the PI. Forty percent of this School allotment will go to the center/institute.
 - c. In general, distribution amounts shall be determined at the pre-award stage.
 - d. F&A recovery may be retained by the PI(s) for up to 3 years (36 months) following initial receipt of funds. The Director will notify PI(s) at least 90 days in advance of recovering any remaining unexpended funds.
3. Exceptions to the distribution amounts listed above may be made on a case-by-case basis, upon written appeal to the Director.
4. In no event shall the University receive less than 50% of the F&A costs from all sponsored projects.