

## **Policy on Distribution of F&A Across Colleges/Schools/Departments/Units**

The University of South Alabama encourages interdisciplinary research and scholarship across academic and administrative units. Generally, with the exception of the College of Medicine, recovered F&A is distributed as follows:

- 35% to the Vice President of Financial Affairs
- 35% to the cognizant Academic Unit as self-supporting funds
- 30% to the Graduate School.

This policy is intended to guide allocation of recovered F&A to academic units. The Deans may then further distribute the recovered F&A based upon the prevailing College/School practice.

In the case where multiple academic units participate in an awarded project. In order to facilitate these activities, the following principles and protocol apply:

1. At the time of proposal submission:

- a. The PI'(s) will determine the appropriate project costs, in consultation with the lead co-investigators for other involved units, in accordance with sponsor guidelines.
- b. F&A Allocation Protocol
  - i. Unless, otherwise noted at the time of award, F&A allocation will follow the direct costs in determining the F&A split. Special requests for an alternate F&A allocation protocol must be approved by the Deans, and acknowledged by the PI, of each participating unit prior to proposal submission. Approval by the Deans (or designee) in the routing process will serve as agreement on the distribution once an award has been made,
  - ii. For example, if there are two or more Co-Investigators, they will provide a breakdown of the budget by their units including salaries and other related expenses. A budget breakdown will be needed at the time of proposal submission.

In the instance that there is one PI, and other key personnel from other units, the PI will provide an equitable distribution of F&A based upon salaries and related expense that would be expended from the unit employing the key personnel. A budget breakdown will be needed at the time of proposal submission;

- c. The selected F&A rate used by the submitting College/School will be applied to all budgets and sub-accounts. E.g. If CoM submits a budget with an F&A rate of 52%, any sub-account, regardless of College/School will carry the 52%. The reverse is true if the lower campus rate is used. The F&A rate utilized will align with the submitting College/School that will conduct the predominant amount of project work.

2. At the time of Award set-up:

- a. Unless SPA has been notified that there has been a change in personnel, significant budget change, or other issue requiring a change, Sponsored Projects Administration (SPA) will finalize the project budget with the sponsor and PI, and will:  
Request that the Office of Grants and Contracts Accounting (OGCA) set-up an account based upon the budget information in Cayuse and the agreed F&A allocation protocol;

OGCA will then:

- b. Establish an F&A account for each participating Academic Unit,
- c. distribute the F&A to the cognizant Deans or Unit heads based upon the original submitted at time of award,
- d. Request for F&A redistribution during the budget life of the award can only be made with approval by the Deans of each participating unit and must be requested through SPA.