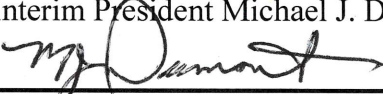


Policy Number:	AA 09-011
Policy Administrator:	AVP of the Research and Innovation Office (RIO)
Policy Initiator:	VP Administration & Finance and Provost & VP for Academic Affairs
Authority:	Uniform Guidance 2 CFR 200
Effective Date:	March 29, 2024
Revised Date:	
Approved:	Interim President Michael J. Dumont
Approval Signature:	

Allocation and Distribution of Recovered Facilities and Administrative Costs

Purpose:

Facilities and Administrative (F&A) costs (also referred to as Overhead or Indirect Costs) are actual costs incurred by the University and the Research and Innovation Office (RIO) for the administration of sponsored projects; they are not profit generated by sponsored projects. F&A costs are project costs unavoidably incurred in the normal course of executing a sponsored project. These costs are incurred for common or joint objectives with other projects or activities, and are not identified readily and specifically with the sponsored project. These costs include: general administration, school and departmental administration, sponsored project administration, building use allowance, equipment use allowance or depreciation, maintenance and operation of physical plant, library, and student services. Recovered F&A costs are University funds recovered for the reimbursement of these incurred costs. The allocation of recovered funds is under the purview of the President. This policy establishes the allocation and distribution of recovered F&A costs at Cal Maritime.

Scope:

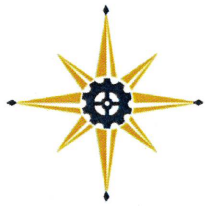
This policy applies to all externally funded sponsored projects and does not apply to non-sponsored agreements/projects and specialized service facilities.

Accountability:

The university Vice President for Administration and Finance and their designees are responsible for the administration of the Allocation and Distribution of Recovered Facilities and Administration Costs and other related policies.

Policy:

It is the policy of Cal Maritime to use recovered F&A costs to support and advance research across



campus and support administrative expenses for the sponsored programs administration, compliance, and research-related infrastructure; to support and stimulate further research and creative activity directed at increasing external sponsorship of research, creative activity, training and community service, and costs the university incurs to support externally-funded grants and contracts, sponsored projects, or activities.

A. Allocation of Recovered F&A Funds

To encourage and stimulate further research, grants and contracts, sponsored projects or activities, the university allocates the F&A cost recovery as outlined below.

1. 30% will be allocated to the Provost to support and stimulate Academic Affairs initiatives and projects.
2. 10% will be allocated to the Dean of the School responsible for generating the project to support and stimulate further research and creative activity; distribution will be made in proportion to F&A costs recovery from each School.
3. 40% will be allocated to the University for campus wide support and administration expenses and to stimulate campus projects and infrastructure.
4. 10% will be allocated to the Principal Investigators to support and stimulate further research and creative activities and/or the development of future sponsored projects; distribution will be made in proportion to F&A costs recovery from the grants and contracts of each PI.
5. 10% will be allocated to RIO for institution-wide research development support.

*The costs of administering sponsored projects and research-related infrastructure, will first be covered from recovered F&A costs before this distribution is carried out. Funds available for distribution will be determined by the President or their designee.

Projects with Cost-Sharing Commitments: The allocations stipulated in 1-5 do not apply to projects with cost-sharing commitments. The allocation of recovered F&A costs from all externally funded grants, contracts and other agreements that involve cost-sharing will be determined by the AVP of RIO, in consultation with the Provost and VP of Administration and Finance.

B. Distribution of Recovered F&A Funds

Recovered F&A costs will be distributed to the relevant recipients using appropriate Chartfield accounts established for this purpose in the university accounting system.

C. Guidance for Schools and Principal Investigators

Consistent with the objective of this policy, University, and CSU regulations, these funds must be used to support research, creative activities and other sponsored project activities. This includes administrative support for existing sponsored projects or expenses related to the development of new projects. Other allowable expenses, by account category, include but are not limited to the following:

- Supplemental compensation for faculty research effort
- Wages for students or other personnel to assist with research and administrative support of research projects
- Travel related to professional development or research development



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- Equipment for research
- Memberships and subscriptions
- Publication charges
- Research-related supplies and services.

The use of recovered F&A costs for expenses other than those listed above requires the review and recommendation of the AVP of RIO, and the approval of the VP for Administration and Finance and the Provost.