



Division: Academic Affairs

Classification: n/a

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TITLE	
Distribution of Indirect Cost Recovery	
POLICY NUMBER	
XXX-XXX-XXX (policy council staff will assign)	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
VP of Academic Affairs or Dean of Graduate Studies and Research	Office of Academic Affairs
SUMMARY	
This policy describes how indirect costs from grants are distributed across the university, as well as the appropriate uses of those funds.	
APPLICABLE TO	
WOU faculty and staff involved in grants or sponsored projects/activities that apply for and/or receive external funds under WOU's tax identification number.	
DEFINITIONS	
<p>Grant Recipient Organizations The unit that is the academic home of the primary project director (PD) / principal investigator (PI), and the College/Institute that the academic home is part of. If the PD/PI does not have a designated academic home, the grant recipient organization is the Graduate Studies and Research Office.</p> <p>Indirect Costs Synonymous terms: Overhead; F&A (Facilities and Administrative Costs) Those costs that are not readily identified with a particular grant, contract, project function or activity, but are necessary for general operations and conduct of activities. (2 CFR § 200.56)</p> <p>Recovered Indirect Cost The amount of indirect costs recouped by the university pursuant to an external funding award or agreement; typically based on a percentage of direct costs.</p> <p>University, WOU Except as otherwise indicated, the terms "university" and "WOU" refer to Western Oregon University.</p> <p>University Unit</p>	

Any logistical group in the university hierarchy; includes but is not limited to Divisions, Offices, Colleges, Centers, and Institutes.

AUTHORITY

VP of Academic Affairs or Dean of Graduate Studies and Research

STATEMENT OF AUTHORITY

Recovered indirect cost will be distributed as follows:

Sponsored Projects Office (SPO)	30%
To support SPO salary, budget, and resources	
VP of Grant Recipient Unit(s)	10%
For grant writing support, sending faculty and staff to conferences, and funding research initiatives and priorities	
VP Finance & Administration	15%
Facilities – Equipment and Buildings	5%
Business Office	5%
UCS	5%
Grant Recipient Units	27.5%
College / Institute / Student Affairs Division Allocated funds managed by Dean / Director	10%
Academic Division / Center / Office Allocated funds managed by Chair / Director	5%
Primary project director / principal investigator	12.5%
Other University Activities	17.5%
Educational and General Funds For funding research initiatives and priorities	5%
Student Research Programs	7.5%
WOU Library	4%
Reserve fund for audit disallowances	1%

Distribution to Multiple University Units or Individuals

When multiple university units or individuals contribute to the application for external funding and/or are engaged in the external funding activity, they will determine, prior to submitting the application for grant or external funding, the proportion that each unit and/or individual will receive of the funds allocated by this policy. This proportion may be changed after application by agreement of all units and individuals affected by the change.

Appropriate Use of Funds From Recovered Indirect Costs

All funds from recovered indirect costs (“funds”) will be used for visible activities that support, promote, and/or grow WOU’s capacity for research.

Individuals

Funds allocated for distribution to an individual (e.g., principal investigator) will be placed in the individual’s professional development account and will be used in support of research, including research capacity. Examples of appropriate uses include professional development, conference registration and travel, research services and supplies, and wages/OPE for student employees. These funds may **not** be used to pay salary or other personnel costs (OPE) for that individual or other regular employees of the university.

University Units

Funds allocated for distribution to a university unit will be used to support, promote, and/or grow WOU’s capacity for research and sponsored projects. Examples of appropriate uses include professional development, conference registration and travel, research services and supplies, and wages/OPE for student employees.

Except as otherwise indicated in this policy, funds allocated for distribution to a university unit may be used for salary and OPE for regular university employees, provided that the role of the position (or portion of position) is to support, promote, and/or grow WOU’s capacity for research.

University units may use some or all of their allocated funds in combination with allocated funds from one or more other university units, provided that such use supports, promotes, and/or grows WOU’s capacity for research.

Student Research

Funds allocated for distribution to Student Research Programs will be used to support, promote, and/or grow WOU’s capacity for student research programs. Acceptable uses of these funds are:

- A program, project, or activity where a significant portion, or all, of the research is conducted by university students.
- Student attendance at conferences or events that provide opportunities for students to present their research, learn about research relevant to their area(s) of study, and/or engage in research. Acceptable fund use
- A program, project, or activity whose primary purpose is to promote or support student-conducted research. E.g., PURE, AES, *PURE Insights*.
- Publication costs when a student is a co-author.

For purposes of this policy, student involvement in research as a participant/subject is not, by itself, considered “student research.”

Library

Funds allocated for distribution to the library will be used to enhance research resources relevant to or supportive of the university’s Strategic Plan.

REFERENCED OR RELATED POLICIES

2 CFR § 200.56 Indirect (facilities & administrative (F&A)) costs. [Definition]

RELEVANT DOCUMENTS AND LINKS
WOU Strategic Plan
History
APPROVAL DATE: XX/XX/XXXX EFFECTIVE DATE: XX/XX/XXXX LAST UPDATED: XX/XX/XXXX HISTORICAL DETAIL NOTES: Reviewed by Academic Affairs Executive Committee (7/11/2019, 3/12/2020); President's Cabinet (4/22/2020); SOURCE:
KEYWORDS

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