

## **Procedures for Managing Facilities and Administrative Costs under Sponsored Projects involving both an Academic Unit and a University-wide Center**

These procedures should be used when determining how recovery from Facilities and Administrative Costs (F&A), or indirect costs, will be shared when a sponsored project involves significant contribution by a University-wide center and a School or College of Tulane University. The University-wide Centers at Tulane typically include among their activities the contribution of original scholarship through sponsored project agreements and awards. Although such awards typically involve faculty whose appointments reside in the academic units rather than within the Center, the Center may absorb a portion of the indirect costs in support of the project. As such, it may be appropriate to distribute F&A recovery between the academic unit and the Center, especially when the sponsored project involves significant creative and intellectual leadership from both parties.

The procedures below are intended to apply at present to sponsored projects involving the following centers designated as university-wide\*:

Center for Engaged Teaching and Learning  
Center for Public Service  
Cowen Institute for Public Education Initiatives  
H. Sophie Newcomb Memorial College Institute  
Murphy Institute  
Stone Center for Latin American Studies  
Center for Infectious Diseases  
Center for Bioenvironmental Research  
Center for Aging  
Center for Stem Cell Research and Regenerative Medicine  
Tulane Hypertension and Renal Center of Excellence

\*Tulane National Primate Research Center is not affected by this policy because it operates under a separately negotiated indirect cost rate.

1. During the process of proposal preparation, the Center Director and the Dean(s) will determine whether the relative contributions of each unit merit F&A sharing, and if so, will define the formula for sharing should funding be awarded. As a guideline, a 10% share of F&A recovery might be directed to the center when the center plays a leadership role in project development, proposal development, and/or project management post-award.
2. F&A sharing can be accomplished by one of two mechanisms:
  - (a). Separate sub-accounts for award funds can be established once the award is received, such that direct costs are expended from the School or from the Center. In that case, F&A recovery tracks the direct cost expenditures and is attributed to the appropriate unit.
  - (b). Alternatively, F&A recovery can be distributed to the School per our standard process, and then shared with the Center through manual distribution based on the agreed-upon formula.
3. Disagreement about the distribution formula will be resolved through consultation between the Dean(s) and Center Director(s), the Vice President for Research and the Senior Vice President for Academic Affairs and Provost.
4. The sharing arrangement can be reviewed and altered over the duration of the project by mutual consent. Throughout the life of the project, if the lead unit determines that there is a significant change in the participation of a partner (e.g., a key investigator departs Tulane, significant change in PI's research plans, significant increase or reduction in key investigator's effort) then the formulaic distribution can be adjusted.