

Policy on Distribution of Returned Facilities and Administration (F&A) Funds College of Education and Human Service (CEHS)

Background

At Utah State University (USU), 70% of the F&A generated by a sponsored project is retained by the USU Vice President for Research (VPR) and the remaining 30% is returned to the college(s) that generated the funding. Each College has a policy that determines how the returned F&A is distributed among the College (Dean's Office), the PI and PI's department. Prior to July 1, 2015 the CEHS Dean's Office did not retain any of the returned F&A at the college level. The entire amount coming to the College was distributed among the investigator(s) and their home department(s).

On July 1, 2015, the CEHS implemented a policy to retain 5% of the F&A that is returned to CEHS investigators. When the full 30% comes to CEHS investigators, this is equal to 1.5% of the total F&A generated by the project ($30 \times .05 = 1.5$). In those situations, 70% is retained by VPR, 1.5% is retained by the CEHS, and 28.5% is distributed among the investigator(s) and their department(s).

The proportion of returned F&A retained by the CEHS is the lowest college-level F&A retention rate at USU. These funds are reinvested in the CEHS to support and grow our expanding research infrastructure. For instance, funds are used to support student travel, provide fee-free statistical consulting and proposal development support, and pay for a variety of research-related administrative functions in the CEHS.

Distribution of Returned F&A in CEHS

The distribution of returned F&A between the CEHS investigator(s) and their department(s) varies by department, as the table below indicates. The percentages in blue reflect the distribution when the full 30% of returned F&A comes to one department/PI in CEHS and is not distributed to other colleges and/or investigators. The percentages in orange show the distribution of the balance between the Department and PI(s), after 5% has been allocated to CEHS. Most CEHS departments retain 25-30% of the F&A balance with the remaining funds going to the investigator(s).

Department/Center	VPR	CEHS (5% of 30)	Dept.	Investigator	Total	Dept-PI Percentages of Balance after CEHS	
Center for Persons with Disabilities	70.00%	1.50%	7.00%	21.50%	100.00%	24.6%	75.44%
Communicative Disorders & Deaf Education	70.00%	1.50%	8.55%	19.95%	100.00%	30.0%	70.00%
Edith Bowen Laboratory School	70.00%	1.50%	28.50%	0.00%	100.00%	100.0%	0.00%
Family Consumer and Human Development	70.00%	1.50%	8.55%	19.95%	100.00%	30.0%	70.00%
Health, Physical Education, and Recreation	70.00%	1.50%	7.00%	21.50%	100.00%	24.6%	75.44%
Instructional Tech & Learning Sciences	70.00%	1.50%	7.50%	21.00%	100.00%	26.3%	73.68%
Psychology	70.00%	1.50%	8.50%	20.00%	100.00%	29.8%	70.18%
Psychology - NCHAM	70.00%	1.50%	7.00%	21.50%	100.00%	24.6%	75.44%
School of Teacher Education and Leadership	70.00%	1.50%	8.55%	19.95%	100.00%	30.0%	70.00%
Special Education and Rehabilitation	70.00%	1.50%	8.55%	19.95%	100.00%	30.0%	70.00%
<i>Note. Rates are current as of 12/3/2015; please check with individual departments to confirm these rates.</i>							

Calculating the Distribution of Returned F&A on Your Grant Proposal

When researchers are developing proposals, an F&A Allocation Agreement should be submitted to SPO along with the budget, SP-01 and related materials. The F&A Allocation Agreement will show how the full 30% of returned F&A should be distributed among all researchers, their colleges and departments. *PI's and co-investigators need to first determine how to allocate the 30% among the members of the research team* (Column B in examples below), and then the respective college and departmental rates are applied to those amounts.

For CEHS investigators, the F&A distribution should reflect the percentages shown in the table above. If you are uncertain and would like assistance in calculating the distribution of returned F&A, please contact the [CEHS Proposal Development Office](#). Some examples are provided below to help with calculations. If you're proficient with Excel, you can enter the formulas in the cells of the SPO F&A Allocation form (or a separate Excel file) to document how the amounts were determined.

Example 1: All investigators are in the CEHS

VPR..... 70.00%
 CEHS 1.50%
 Depts/Ctrs/PIs 28.50%

A	B	C	D	E	F
Investigator, Dept.	Allocation of 30% ¹	College	Department	PI	Total/check
Dr. A - ITLS	17	17 * .05 = 0.85	(17 - 0.85) * .263 = 4.25	(17 - 0.85) * .7368 = 11.9	.85 + 4.25 + 11.9 = 17.00
Dr. B - TEAL	8	8 * .05 = 0.40	(8 - 0.40) * .30 = 2.28	(8 - 0.40) * .70 = 5.32	.40 + 2.28 + 5.32 = 8.00
Dr. C - HPER	5	5 * .05 = 0.25	(5 - 0.25) * .246 = 1.17	(5 - 0.25) * .7544 = 3.58	.25 + 1.17 + 3.58 = 5.00
Total	30	1.50	7.70	20.80	30.00

¹ Column B: These amounts are only an example. Allocation of the 30% should be determined among the PI and co-investigators depending on project roles, effort and other administrative considerations.

Example 2: Investigators from two colleges, including CEHS

VPR..... 70.00%
 CEHS² 1.25%
 College of Y² 0.50%
 Depts/Ctrs/PIs 28.25%

A	B	C	D	E	F
Investigator, Dept.	Allocation of 30% ¹	College ²	Department	PI	Total/check
Dr. A - ITLS	17	17 * .05 = 0.85	(17 - 0.85) * .263 = 4.25	(17 - 0.85) * .7368 = 11.9	.85 + 4.25 + 11.9 = 17.00
Dr. B - TEAL	8	8 * .05 = 0.40	(8 - 0.40) * .30 = 2.28	(8 - 0.40) * .70 = 5.32	.40 + 2.28 + 5.32 = 8.00
Dr. C - Dept. X (College Y)	5	5 * .10 = 0.50	(5 - 0.50) * .567 = 2.83	(5 - 0.50) * .333 = 1.67	.50 + 2.83 + 1.67 = 5.00
Total	30	1.75	9.36	18.89	30.00

¹ Column B: These amounts are only an example. Allocation of the 30% should be determined among the PI and co-investigators depending on project roles, effort and other administrative considerations.

² Column C: In this example, there are two colleges so each PI's College retention rate is applied to their amount of the 30%. Dr. X is in the College of Y which retains 10% of what is returned to the College. Her Departmental allocation is then applied to the balance. In this situation, CEHS receives less than 1.5% of the total, but still 5% of what is returned to the two investigators in CEHS. The same is true for College of Y with respect to its retention rate.