

Guidelines for Bryan Faculty on Sponsored Research Projects Involving Multiple-Units/Departments and/or Multiple Institutions

Multi-Units Funded Research Projects within UNCG

The allocation of F&A (Facilities and Administrative) funds is to be determined by the PIs, with department and unit approval.

Even though the PIs determine the allocation, their decision must be approved by respective department heads and deans. This is done using the *Unit Proposal/Award Credit & Overhead Receipts Distribution Form* found at

<http://www.uncg.edu/rss/forms.html>

Any faculty members who are working on interdisciplinary projects and do not see this form in their grant application file (green folder) should ask for it. If the form is not completed in the grant application file (green folder), the Office of Contracts and Grants will request that the form be completed when they set up the fund so that all PIs, department heads and deans are aware of the split of F&A across PIs and departments before the work starts. Copies of these forms are accessed annually when the indirect costs are distributed to PIs and their departments. The form is completed for the duration of the project. If a PI were to leave UNCG or cease work on the project, an amended form should be completed and sent to OSP and the Office of Contracts and Grants.

Note that although the faculty *generally* choose equal allocations for equal amounts of work, the form provides a default allocation formula of 50% to the first PI with the remaining 50% allocated evenly across all other PIs.

Collaborative Sponsored Research Projects among Multiple Campuses

Bryan faculty working on multi-disciplinary sponsored research projects that involve several campuses (say within the UNC system), must employ the full UNCG F&A rate in accordance with the sponsor's program guidelines. These arrangements are usually funded through subcontracting agreements between the campuses. F&A costs charged by each campus are based on negotiated indirect cost rate agreement of that campus.

Cost Sharing

Although the individual faculty members work out most programmatic arrangements, the respective Department Heads and Associate Dean must be consulted and included in negotiations about cost sharing. The individuals responsible for the accounts from which matching funds are provided must agree to the commitment before signing the internal routing form. If another campus is cost sharing as a subcontractor, a letter of commitment with the specific dollar value of cost shared expenses being committed by their campus is required with the proposal.

Note: A good resource for information on multi-campus projects is the Office of Sponsored Programs that writes and negotiates the multi-campus projects.