



OFFICE OF RESEARCH AND GRADUATE STUDIES

Sponsored Programs

On- or Off-Campus Facilities & Administrative (F&A) Rate Determination

PURPOSE

The purpose of this document is to establish the procedure for determining whether a sponsored project should be classified as on- or off-campus and using the applicable facilities and administrative (F&A) rate.

ON- OR OFF-CAMPUS CLASSIFICATION

On-campus: The on-campus F&A rate applies to any sponsored project that requires utilization of space owned or leased by Utah State University (USU) (and not by the sponsored project), USU equipment, or library services. The on-campus F&A rate applies to most sponsored projects.

Off-campus: The off-campus F&A rate applies to sponsored projects for which 50% or more of the project's budgeted personnel costs are incurred in facilities not owned and controlled by USU AND for which space and lease costs are directly charged to the project.

The off-campus F&A rate will also apply to county extension agents that work in county offices and their programs that are coordinated and administered in schools and other non-USU facilities.

Note: Subcontractor activities and cost sharing of non-USU space are excluded from the on/off campus rate determination. Only the portion of work to be actually conducted by USU is considered. Travel costs and fieldwork do not qualify for the off campus rate.

REQUESTING AN OFF-CAMPUS CLASSIFICATION

All off-campus rate determinations must be approved by Sponsored Programs prior to proposal submission. To gain approval, the Principal Investigator must submit a written request to Sponsored Programs, including documentation describing the off-campus components and justification that supports why the project should be classified as off-campus. Support materials should include a Statement of Work delineating the off-campus nature of the project and a budget illustrating the off-campus personnel costs.