



THE UNIVERSITY OF UTAH

Facilities & Administrative Rate Study FY2014

Functional Space Survey



F&A Cost Rate

- OMB Circular A-21 categorizes costs into the following types:
 - Direct Costs: Project specific costs paid by the sponsor through an established, formal agreement for the completion of a specifically defined objective
 - F&A (indirect) Costs : Support and overhead costs originally incurred by the institution for the facilitation of all activities (including grants and contracts)
 - Unallowable Costs : Specifically identified costs that cannot be directly or indirectly charged to Federal awards
- The F&A rate is expressed as a percentage (or ratio) of the overhead as applied to direct activity, costs

Facilities and Administrative Rate

=

Facilities + Administrative Costs

Direct (MTDC) Costs



MTDC Base (MODIFIED TOTAL DIRECT COSTS)

- MTDC base is comprised of salaries and wages, staff benefits and other expenses (supplies, travel, etc.)
- MTDC is determined by eliminating excludable cost (i.e. subcontracts >\$25k) from direct and other programmatic costs
- MTDC Base is segregated into Instruction, Departmental Research, Organized Research, Other Sponsored Activities and Other Institutional Activities

F&A Rate (MTDC Base)
Facilities + Administrative Rate
=
Facilities + Administrative Costs
Direct Costs (Salaries and Wages + Staff Benefits + Other Expenses)

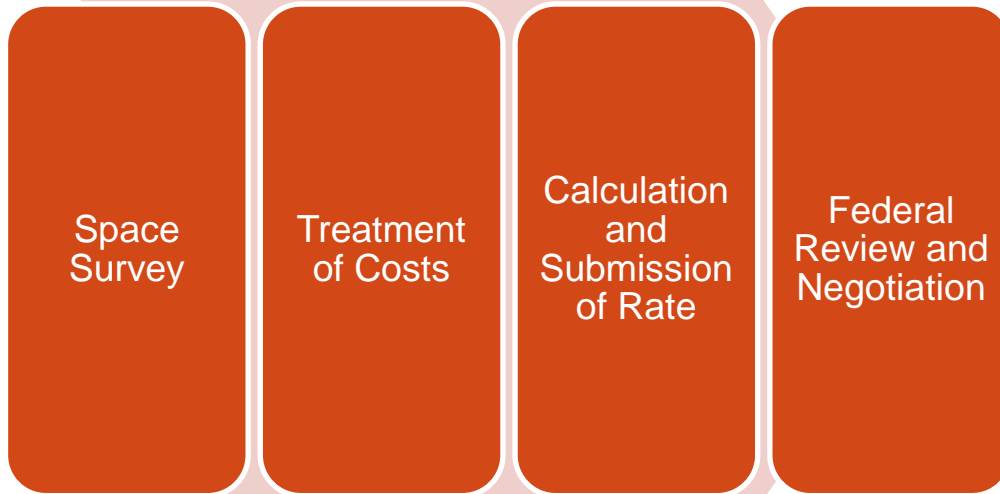


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Current Organized Research (OR) F&A Rate

<u>Cost Description</u>	Rate
Administrative Rate (capped)	26.0%
includes General Administration, Departmental Administration, and Sponsored Projects Administration	
Building Depreciation	3.5%
Equipment Depreciation	3.0%
Interest Expense	0.8%
Operations and Maintenance	13.0%
Library	2.7%
Facilities and Administrative Cost Rate	49.0%

Obtaining an F&A Rate Agreement



Space Survey

- ✓ Functional Space Survey (determine Organized Research (OR) sq ft)

Treatment of Costs

- ✓ Identify F&A, direct and unallowable costs
- ✓ Ensure consistent treatment of costs
- ✓ Ensure that costs are allowable and allocable

Calculation and Submission of Rate

- ✓ Prepare standard submission documents and supporting schedules

Federal Review and Negotiation



Federal Review and Negotiation

Division of Cost Allocation (DCA)

- Cognizant agency representing multiple Federal awarding agencies (including National Institute of Health)
- Conduct “reviews” of the F&A rate calculation and identify disallowances based on their interpretation of Federal guidelines and circulars
- Contradicting interpretations between DCA and institutions lead to a “negotiated” F&A rate agreement

Potential Issues

- On-site Space Survey Review by DCA
- Reclassification of Research Costs
- Future Facilities Cost Projections
- Identification of Facilities Costs
- Calculation of Departmental Admin Rate
- Other Issues



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Space Survey Process

Phase 1: Campus Wide Training

- Receive Necessary Forms, Documents and Reports
- Receive Guidance on Proper Preparation of Functional Space Survey
- Schedule Meeting with Consultants and UU Personnel

Phase 2: Preparation for the Meeting

- Confirm Room-by-Room Inventory
- Populate Space Survey Forms (Excel spreadsheets)
 - Identify ALL Primary Occupants and Activities
 - Confirm Funding Information
 - Note Items of Interest
- Consider Preliminary Functional Breakout

Phase 3: Departmental Interviews

- Finalize functional breakout
- Complete documentation of occupants/funding/activities
- Walk departmental space
- Answer questions



Role of Departmental Admin

- Division of Cost Allocation negotiators have dedicated significant resources to review the space survey statistics, along with supporting documentation.
- It is imperative that proper supporting data is available so that the space survey data is defensible.
- Departmental administrators are critical because of their knowledge of departmental staff, activities, funding of salaries and wages, and space use.
- Support and involvement is crucial during the space survey and on-site review by government negotiators.
- Uniform space survey documents and forms, along with adequate training, ensure survey efficiency and data consistency.



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Space Survey Departments

- ADD PROGRAM
- ANESTHESIOLOGY - OPERATIONS
- ATMOSPHERIC SCIENCES
- BIOCHEMISTRY RESEARCH
- BIOENGINEERING
- BIOLOGY
- BIOMEDICAL INFORMATICS RESRCH
- BRAIN INSTITUTE
- CARDIOVASCULAR GENETICS
- CHEMISTRY
- CHILD PSYCHIATRY
- CIVIL AND ENVIRONMENTAL ENGIN
- CLINICAL PATHOLOGY
- CTR CLIN & TRANSLATIONAL SC.
- CTR FOR CONTROLLED CHEM DELIV
- CVRTI
- DFPM-PRIMARY CARE RESEARCH
- DIVISION OF EPIDEMIOLOGY
- ELECT & COMPUTER ENGINEERING
- ENERGY & GEOSCIENCE INSTITUTE
- GENETIC EPIDEMIOLOGY
- GEOLOGY & GEOPHYSICS
- GLOBAL CHANGE & SUSTAINAB CTR
- HUNTSMAN CANCER INSTITUTE
- HEMATOLOGY
- HUMAN GENETICS
- INST. CLEAN & SECURE ENERGY
- MATERIAL SCIENCE AND ENGINEER
- MATHEMATICS
- MECHANICAL ENGINEERING



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Space Survey Departments

- MEDICINAL CHEMISTRY
- METALLURGICAL ENGINEERING
- MICROBIOLOGY & IMMUNOLOGY
- MOLECULAR MEDICINE PROGRAM
- NANO INSTITUTE
- NATIONAL CHILDREN'S STUDY
- NATIONAL CTR FOR VOICE SPEECH
- NEPHROLOGY
- NEUROBIOLOGY & ANATOMY LABS
- NEUROLOGY
- NURSING
- OB/GYN WOMAN & CHILD INSTITUTE
- OPHTHALMOLOGY-RESEARCH
- PEDIATRIC CRITICAL CARE
- PEDIATRIC GENETICS
- PEDIATRICS WOMAN & CHILD INST.
- PHARMACEUTICAL CHEMISTRY
- PHARMACOLOGY AND TOXICOLOGY
- PHYSICS AND ASTRONOMY
- PSYCHOLOGY DEPARTMENT
- RADIOLOGY RESEARCH
- SCHOOL OF COMPUTING
- SCIENT COMP & IMAG INSTIT-OPER
- UTAH CANCER REGISTRY



Additional Information

- Consultants and UU personnel will finalize list of departments subject to the functional space survey
- Functional space survey will be “rolled out” in different phases based on budgeting responsibilities, obligations of individual departments
- Specific dates for training and departmental interviews will be determined before November 15, 2013



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CONCLUSION AND QUESTIONS

YOUR SUPPORT IS ESSENTIAL!