

Occidental College Policy
Indirect Cost Sharing
November 28, 2007

Policy:

To encourage faculty and departments to seek external funding for research, teaching and other activities that support the College's mission, the College will allocate to the academic departments or institutes of the investigator(s) fifty percent (50%) of the indirect costs ("Facilities and Administration" or "F&A" costs provided under federally funded grants or indirect expenses funded by private foundation grants) received in that year. If college matching funds have been provided or required, that amount shall be deducted from the indirect costs recovered before the departmental allocation is derived. If a grant involves faculty from more than one department, the departmental allocations will be assigned among the relevant departments on the basis of the percentage of time of the faculty members involved. It is understood that the President, for institutional reasons, may elect to discontinue or modify this policy at any time.

Only those grants that are processed through the College's grant checklist procedure and approved by all officers and departments of concern as provided on the checklist prior to submission to the granting agency are eligible for cost sharing.

When a grant is deemed to be "institutional" in origin and effort, the Dean of the College will serve as the P.I. and the indirect costs will not be shared with a department or an institute.

Following the award of a grant, an academic department or institute that intends to receive a portion of the Indirect Cost Sharing must prepare a proposal for the use of the such monies, and submit the proposal to the Dean of the College for approval or revision. Upon approval by the Dean, the Business Office will then create an account for the department and transfer funds.

Definitions:

Expenses incurred by the College in performing the activities associated with a federal grant, but which are not directly attributable to the specific activities of a single grant, can be recovered by the College as F&A or indirect costs. The formula for determining the amount of recoverable F&A is provided in an agreement between the College and the U.S. Department of Health and Human Services, the College's cognizant agency.

An "institute" is an academic entity affiliated with the College but separate and distinct from an academic department.

Authority: President

Approved by: Susan Westerberg Prager, President



Date: November 28, 2007

Implementation Procedures for the Indirect Cost Sharing Policy

The following procedures apply to the implementation of Occidental College's Indirect Cost Sharing Policy dated November 28, 2007, covering grants received since the beginning of the 2007-2008 academic year:

1. The Business Office shall generate and maintain a list of eligible grants, wherein containing a F&A costs component.
2. The Business Office shall create a "F&A sharing account" for each department, e.g., S001-XXXX. For eligible grants that have no college-matching component, the Business Office shall credit the account with 50% of the F&A accrued from each grant eligible for the department each year. This S fund shall be rolled over each year, so funds will not be lost at the end of the fiscal year.
3. For eligible grants that have a college-matching component, that amount shall be deducted from the F&A recovered before the departmental sharing allocation is derived, i.e., the Business Office will not credit the fund until the F&A accrued exceeds the College's matching sum.
4. Inception to date reports shall be generated annually to the departments and the Dean's Office.
5. Proposals for spending these S funds shall be submitted by the department chair to the Dean any time based on the spendable balance of the department's F&A sharing account. These funds are available to the department and not the individual PI. Requests may be submitted as an E-mail identifying the account number and balance, together with the nature and cost of each item requested, and a brief justification. It is expected that any course release or salary compensation be included in the original grant proposal. Therefore, requests for faculty salary or course release are not eligible under the Indirect Cost Sharing Policy.