

The Policies of the University of North Texas	Chapter 13
13.003 Recovery and Distribution of Facilities and Administration Funds	Research

Policy Statement. This policy sets forth institutional requirements related to recovery and distribution of Facilities and Administration (F&A) funds. UNT applies the federally negotiated F&A rates to all sponsored project grants and contracts, including projects involving federal, state, private and non-profit sponsors. In the event a sponsor limits or prohibits the full recovery of the federal F&A amounts; the institution will recover the allowable amount.

Application of Policy. All Sponsored Projects.

Definitions.

1. **Facilities and Administration Funds.** “Facilities and Administration Funds” (or F&A Funds) means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. F&A costs are synonymous with "indirect" costs.

2. **Sponsored Project.** “Sponsored Project” shall mean an instruction project, public service project, or research project funded by an external sponsor with an expected outcome or deliverable.

Procedures and Responsibilities.

1. Include appropriate F&A rate in all proposal budgets (a link is provided below to the budget builder tool that calculates F&A). Seek assistance from the Research Services Office as necessary to determine the appropriate rate to be used.
Responsible Party: All faculty and staff members engaged in sponsored project activities

2. Establish distribution mechanism and corresponding percentage rates for recovered F&A funds.

Responsible Party: Vice President for Research and Economic Development and the Vice President for Finance and Administration

3. Collect F&A funds on all sponsored projects and distribute recovered funds according to the established distribution mechanism.

Responsible Party: Research Services Office

4. Monitor expenditures in accounts funded with F&A revenues to ensure compliance with UNT guidelines for expenditures from local accounts. Research Services and PPS will work together to resolve any issues related to expenditures with the account holder.

Responsible Party: Research Services Office (Research Services) and Purchasing and Payment Services Department (PPS)

Reference and Cross-References.

UNT Policy 13.008, Proposal Submissions to External Sponsors

UNT Policy 13.002, Award Management of Sponsored Projects

Forms and Tools.

Research Services Forms: Budget Builder

<http://research.unt.edu/ors/documents/forms.htm>

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