

Revised
April 16, 2004

PROCEDURE FOR DETERMINING OFF-CAMPUS PROJECTS

PURPOSE: To establish and document a procedure to determine the conditions under which off-campus indirect costs apply.

RESPONSIBILITY: Principal Investigator, Dean and/or Director, Office of Sponsored Programs (OSP).

OBJECTIVE: The on-campus, federally negotiated Facilities and Administrative cost rate (F&A), also known as “indirect costs” should be used for all sponsored activity with few exceptions. This rate helps to defray the costs incurred by the university for performing the work over and above the direct costs of the grant. The principle behind using an off-campus rate is that if work is performed at another location, the “facilities” portion of F&A does not apply and costs to the university are reduced since university facilities are not being used.

To qualify for an off-campus rate for a sponsored activity, either criterion must be met:

RENT: If a facility must be rented and that cost is included as a direct cost of the grant, **OR** if space needed for the project is provided by the sponsoring agency and no UMBC space is used; **OR**

TIME: The time period should be extensive and continuous (six months or more for each year (which constitutes 50% or more) of the grant without shuttling back and forth, no rotating staff, and no UMBC space is used.

PROCEDURE:

The PI should indicate in the budget justification what off-campus resources are necessary to complete the project and what the off-campus charges will be. The PI should describe why the project must be performed off campus and provide the necessary contact information for the facility. The budget justification should also include the amount of continuous time to be spent on the project.