

**Rossier Guidelines for Return of Facilities and Administration Costs (Indirects) to Faculty
As of 04/09/2021**

To provide support for Rossier faculty with grant funding at the full federal rate, we are planning to bring back Indirect Returns for FY2021-22 at up to 15%. Please see the guidelines below. While this is less than we have been able to provide in the past, we hope this will help with research projects for the 2021-22 school year. We will work with faculty with federal grants during the year to determine return rates for future years after the start of the 2021-22 school year.

In order to provide greater support to our faculty and transparency in returns of facilities and administration (F&A) or indirect costs (IDC), Rossier's Research Office has established guidelines pertaining to such requests. F&A returns will only be considered on grants that receive **the USC full federally negotiated on-campus research F&A rate**. Grants that have off campus or lower F&A rates will NOT be considered for return.

- All F&A return requests must include a memo (see Research Office and/or Faculty Portal for template), a detailed budget and budget justification. The request should be submitted through the Rossier Business/Contracts & Grants Office and will be approved/disapproved by the Rossier Research Office. Once approved, the fiscal set-up will be processed through the Business Office. The monitoring, accounting and auditing of the F&A return accounts will be managed through the Contracts & Grants Office, unless there is a center financial manager in place to oversee the funding.
- F&A is calculated based on FY projected expenses charged to a grant, not the total amount of the award. As long as Rossier's operating budget allows, **up to 15%** of the F&A funds incurred on grants during a fiscal year (July –June) will be returned to individual faculty or research centers. In the case of a 15% return, 85%* would be retained by the University and Rossier for overhead expenses and 15% will be returned to the faculty member or research center.
- F&A returns will be calculated based on approved annual budgets submitted to the sponsoring agency. These amounts will be allocated at the beginning of each fiscal year and all funds must be expensed within the fiscal year of allocation, no carry forward of funds will be allowed.
- Given that the funds being returned for F&A will be from awarded federal funds, spending on these accounts will be monitored according to strict federal guidelines. Returned funding should be spent on administrative staff support, student workers, graduate student support, authorized travel and additional materials and supplies **benefiting the grant project** from which the funds were received. Additional personnel funds for the PI or Co-PIs must be reviewed and approved by the Research Office. Funds may not be used on government unallowable costs detailed in the OMB Uniform Guidance, such as, but not limited to, the purchase of alcohol, entertainment, travel not specifically related to research on the project, or gifts.
- Faculty and staff will be made aware of all changes to these guidelines in writing.

USC Rossier

School of Education

***Rates are based on current approved rates by the USC Comptroller's Office. Rates are subject to change in the future and may affect future F&A returns to faculty.**