

**DISTRIBUTION OF INDIRECT COST RECOVERY (ICR)
FUNDS POLICY**

Approved by Administrative Council 3/19/18

Effective date 4/1/18

Policy Statement

It is the University's mission to support the research activities of its faculty and staff to contribute to the pursuit of knowledge, to enhance student learning, and the promotion of the common good. To enhance this effort, the University allocates a portion of ICR funds to Principal Investigators (PIs) and units to help support their research activities. ICR funding is derived from indirect cost recovery funds received from external sponsors of projects awarded to the University.

Purpose

This Policy outlines guidelines for the distribution of ICR funds received by the University in connection with the administration of its external sponsored grant and contract activities. The purpose of the policy is to provide support to principal investigators, colleges and units that are directly involved in sponsored projects both as incentive and as institutional investment to support and develop research.

Definitions

Direct Costs: Costs that can be linked directly to a particular sponsored project with a high degree of accuracy. Direct costs must be reasonable and allowable in context of the sponsored project, and clearly allocable to that project. Direct funds need to be used for their designated purpose unless the sponsor permits reallocation of these funds.

Indirect Costs (or Facilities and Administration (F&A) Costs): Costs incurred by the University for common or joint objectives that cannot be directly identified with a specific project (such as an individual grant or contract), an instructional activity or any other institutional activity. Examples of indirect costs include general administration costs, building maintenance and utility costs, library services, protection of animal and human subjects, computer infrastructure, custodial services, and purchasing services.

Indirect Cost Rate: Indirect cost rates are periodically reviewed and negotiated with the Department of Health and Human Services/Division of Cost Accounting (DCA). An extensive proposal compiled by the university is submitted to the DCA prior to receiving a federally approved negotiated indirect cost rate that is used to claim reimbursement of indirect costs.

Indirect Cost Recovery Distribution

Roseman University elects to invest a portion of its recovered ICR to support and stimulate research and scholarly activity. In accordance with this Policy the University shares indirect cost recovery funds with Principal Investigators (PIs), Colleges/Units and Centers to invest in and support research programs and initiatives.

ICR distribution will generally occur quarterly and is based upon the indirect costs collected from research grants and contracts during the preceding quarter.

Business and Finance will set up an ICR account for the PI and College/Unit. As a general rule, units receiving ICR funds will be allowed to carry forward the unobligated balances in their ICR accounts. Any remaining ICR funds at time of a PI's termination will be returned to the Unit and the University. (50% to each)

The indirect cost distribution formula is as follows:

Unit	Percentage	Possible Uses
University	34%	<ul style="list-style-type: none"> • Research and Compliance Administration • Award Programs • Major Initiatives • Library Collections • IT Support • Building Maintenance and Utility Costs
College/Unit or Center	33%	<ul style="list-style-type: none"> • Faculty Start-ups • Discretionary Support • Bridge or Seed Funding • Research materials, supplies, equipment • Research related travel • Professional Development • Postdocs and student workers • Publication costs • Building Maintenance and Utility Costs
Principal Investigator	33%	<ul style="list-style-type: none"> • Research materials, supplies, equipment • Research related travel • Professional Development • Postdocs and student workers • Publication costs • Building Maintenance and Utility Costs

Use and Restrictions of ICR

In order for Roseman University to maximize its success in meeting its research goals, distributed ICR should be used to support Roseman's research enterprise in accordance with existing University policies and procedures. Commonly accepted uses of these funds include: research materials, supplies, equipment, publication costs, professional development, travel, hiring student workers, recruitment packages and bridge funding. ICR cannot be used for salary replacement or enhancement. An investigator's use of ICR funds needs to be approved by the unit dean and a dean's use of ICR funds must be approved by the unit chancellor.

Multiple PI's/Units/Centers

When multiple principal investigators, units or centers are involved, the investigators must define in writing at the time of proposal outlining how ICR will be shared among the participating unit head(s) and/or Center(s) and investigator(s). This arrangement must also be endorsed by the respective college dean(s). If agreement cannot be reached, the chancellor(s) will mediate the disagreement.

Right to Change Policy

This policy replaces previously-approved ICR distribution policies. As with all institutional allocations, distribution is subject to availability of funding and the overall financial health of the University. Periodic consideration will be given to continuation/ modification of the policy in the context of current circumstances. The University maintains the right to use ICR accounts to address financial exigencies.