



65.001: Facilities and Administration Cost Redistribution

Responsible Executive: Vice President for Research & Technology
Responsible Office: Office of Sponsored Programs
Related Policy:
Approved-On Date: October 7, 1998
Effective Date: September 17, 2003
Revision Date: September 17, 2003

Policy Statement

Facilities and Administration costs are provided by external funding agencies and 30 percent of the total amount of Facilities and Administration costs awarded goes directly to offset university general operation expenses (space, utilities, etc.) The remaining 70 percent of Facilities and Administration costs are available for redistribution according to the university policy and priorities. Operational expenses for the Office of Sponsored Programs (OSP) and Grants and Contracts Accounting (GCA) are deducted from the 70 percent university share with the remaining funds available to the NSU Facilities and Administration Cost Redistribution Plan that targets four key areas: the Cost Sharing for Future Sponsored Programs Fund, the Faculty/Staff Research Initiation Award Program, the Project Director/Principal Investigator/Staff Incentive Awards, and the Unit Redistribution Incentive Awards.

Purpose

This plan supports the Norfolk State University mission by giving special priority to projects that encourage student success and academic excellence. The Facilities and Administration Cost Redistribution Policy will strengthen the University's research infrastructure and increase faculty/staff participation in sponsored program activities.

Procedures

I. Cost Sharing for Future Sponsored Programs

Cost Sharing Awards will be used to provide a match for selected proposals. Written authorization for cost sharing funds must be obtained from Vice President for Research and Technology before writing or submitting a proposal requiring a 'matching' commitment by the University. It is the responsibility of the director/principal investigator to initiate all application processes, secure University approvals, and make all necessary contacts to secure the cost sharing commitment.

The director/principal investigator and the department/center or administrative area to which the director/principal investigator is affiliated should have a strategy at the time the proposal is submitted for providing cost sharing funds. Additionally, from a financial management perspective, cost sharing funds are not factored into the budget when the grant or contract account is established until a formal notification of award is actually received from the sponsor.

The selection process will begin with the submission of a REQUEST FOR COST SHARING FUNDS form. Pertinent information related to the grant or contract request will be summarized on the request form. In addition, a one-page abstract describing the project's significant need and expected impact will be required.

Although applicants need not satisfy all listed priorities, consideration will be given to programs and projects that promote the following outcomes:

1. Support to areas of teaching, research, and service consistent with the Norfolk State University mission;
2. Strong support from the respective department and school;
3. Involvement of students in the conduct and dissemination of new knowledge at national, regional, and local conferences and the enhancement of student success;
4. Permanent impact that can be sustained by the institution once funding ends.

The Research Advisory Group (RAG) will convene to review applications for cost sharing funds that exceed the pre-approved threshold amount administered by the Office of Sponsored Programs. The pre-approved threshold amount will be established annually, based on total available funding for this category. Priorities and criteria will be published annually, with notification of updates posted on the Office of Sponsored Programs web page, to insure faculty/staff understanding of the application process. Depending on the aggregate Facilities and Administration costs generated at the University level, the amount available for this category will be 20 percent of the net total Facilities and Administration funds received.

II. Faculty/Staff Research Initiation Awards

The Faculty/Staff Research Initiation Awards program encourages and supports scholarly research and other creative activity at Norfolk State University. This program is intended to help full-time faculty/staff meet the costs associated with research and sponsored program activities. Priority is given to new and promising research and special project efforts with the number of awards contingent upon total facilities and administration annual funding. The Research Advisory Group will coordinate competitions whereby faculty will be required to submit

applications and white papers for the following “Special Funding Opportunities:” Competition frequency will be determined and announced by the RAG on an annual basis. A final report is due to the Research Advisory Group no later than thirty days after the end of all awards. Depending on the aggregate Facilities and Administration costs generated at the University level, the amount available for this category will be 20 percent of the net total Facilities and Administration funds received.

1. Faculty/Staff Mentoring Awards

Faculty/Staff Mentoring Awards are designed to encourage and support the development of the faculty/staff as externally funded scholars. The program links junior and/or new faculty/staff mentees that have not yet established a research or other sponsored program agenda with experienced and successful mentors. It provides an informal seminar for mentees to cover the basic components of proposal preparation, among other things. Senior faculty members can only apply as mentors of junior faculty and are not eligible to be mentees. Applications and white papers are accepted and evaluated by an evaluation committee of the Research Advisory Group.

2. Instructional Improvement Program Awards

Instructional Improvement Program Awards encourage and support instructional development activities. Instructional Improvement Program Awards seek to enhance individual faculty and/or departmental efforts to develop and implement creative approaches to teaching at Norfolk State University. Applications and white papers are accepted and evaluated by an evaluation committee of the Research Advisory Group.

3. Research/Sponsored Program Team Awards

Research/Sponsored Program Team Awards foster collaboration among two or more faculty/staff members at Norfolk State University for the initiation of research and other sponsored programs, in the preparation of proposals for external funds. Teams of faculty members from different departments/units are encouraged to apply. Campus-wide competitions will be held each fiscal year with an evaluation committee of the Research Advisory Group selecting final awardees.

4. Faculty/Staff Research and Development Awards

Faculty/Staff Research and Development Awards are available for untenured, tenure-track faculty/staff. Funds may be requested for the

following activities: Course Release (one per academic year); Graduate Research Assistance (one graduate student per semester each fiscal year); Travel related to research agenda, publishing costs, equipment and materials. An evaluation committee of the Research Advisory Group will review applications and white papers for the selection of awardees.

5. Travel Awards

Travel Awards are to facilitate the acquisition of extramural support for new projects, to present papers and/or other findings and for travel to professional meetings in pursuit of the same. An evaluation committee of the Research Advisory Group accepts applications and white papers throughout the year for funding consideration.

III. Project Director/Principal Investigator/Staff Incentive Awards

This policy anticipates that the funds will be used in strategic and innovative ways to enhance sponsored program activity in serving university, school, and departmental priorities. The funds covered under this policy can not be used for paying self. However, it can be used to pay, in accordance with university guidelines, for activities that will enhance research activities of the award recipient. This may include supplies, materials, travel, contractual services, furniture/equipment, stipends for student involved in research, release time, etc. Salaries or wages may be paid only upon prior approval by appropriate vice president and to the extent that doing so does not violate University and/or State policies.

Facilities and Administration funds generated by the schools, departments, centers of excellence, and directors, principal investigators or staff will be allocated according to policy guidelines.

Amounts earned in this category will be distributed during the year following receipt of the Facilities and Administration funds charged to the respective grant or contract. These funds are for the purpose of enhancing the originator's capacity to exceed project goals and to generate additional external awards. Depending on the aggregate Facilities and Administration costs generated at the university level, the amount redistributed to the Project Directors, Principal Investigators and staff will be 20 percent of the net total Facilities and Administration funds received.

IV. Unit Redistribution Incentive Awards

This policy anticipates that the funds will be used in strategic and innovative ways to enhance sponsored program activity in serving university, school, and departmental priorities. The funds covered under this policy may be used for any

purpose deemed appropriate by the unit head in accordance with general university guidelines.

Amounts earned in this category will be distributed during the year following receipt of the Facilities and Administration funds charged to the respective grant or contract. These funds are for the purpose of enhancing school or unit capacities to pursue sponsored programs. Depending on the aggregate Facilities and Administration costs generated at the University level, the amount distributed to the school or unit will be 30 percent of the net total Facilities and Administration funds received.

V. Reserve

A 10 percent of the net total Facilities and Administration funds received will be reserved to offset any unforeseen grant/contract related costs incurred by the University.

VI. Terms and Conditions

Decisions made by the Research Advisory Group (RAG) may be appealed to the Vice President for Research and Technology whose ruling on the appeal will be final.

The application of this policy is subject to the availability of funds.

Applicable forms and additional guidelines are available on the Office of Sponsored Programs web site at http://www.nsu.edu/research_tech/spon_prog/.