The following procedures establish the distribution and use of recovered Facilities and Administrative (F&A) costs (also referred to as Indirect Costs) at the University of North Florida (UNF). Funds recovered from F&A costs will be used in accordance with the UNF “Facilities and Administrative (F&A) Costs (Indirect Costs)” policy (2.0030P) as well as the provisions of Section 1004.22 of the Florida Statutes, which states that “Moneys received for overhead or indirect costs and other moneys not required for the payment of direct costs shall be applied to the cost of operating the division of sponsored research. Any surplus moneys shall be used to support other research or sponsored training programs in any area of the university.”

Over each fiscal year, F&A costs recovered from all externally funded grants, contracts, and other agreements will be collected and accounted for by the Office of Research and Sponsored Research (ORSP). Distributions of recovered F&A costs will be made according to the following allocations.

**Distribution to Principal Investigators**

To recognize the efforts of UNF Principal Investigators (PIs) to secure external funding and to further support their ongoing research activities, 10% of the total recovered F&A costs on each sponsored projects for which a reduced F&A rate was not requested and approved will be distributed to the PI’s Individual Professional Development (IPD) accounts. Amounts allocated when multiple PIs are on a single award will be proportional to the “Percent of Credit” stated on the Internal Routing Form for Proposals, Agreements, and/or Awards. Distributions of recovered F&A costs will be accrued over the fiscal year and released to PIs’ IPD accounts no later than the last day of September of the following fiscal year. Use of recovered F&A in IPD accounts is regulated by Florida State Statute and elaborated upon below.

**ORSP Operating Costs**

As required by Florida Statute and UNF policy, ORSP operating costs will be paid from recovered F&A as expenses are realized. These operating costs include but are not limited to the following examples:

- F&A rate negotiation costs
- Maintenance agreements
- Marketing and promotion
- Office maintenance and renovation
- Office supplies and equipment
- Outside research development support
- Outside reviews of research operations
- Research compliance committee activities
- Research management software
- Research subscriptions & webinars
Shipping and postage  Staff travel to funding agencies and briefings
Staff professional development  Telephone service and long distance
Staff salaries and benefits  University memberships in research consortia

Significant additions to the ORSP operating expense list will be reviewed with the Deans and Provost.

**Distribution of Surplus Recovered F&A Costs**

After distributions to PIs and ORSP as described above, surplus recovered F&A costs on each sponsored projects for which a reduced F&A rate was not requested and approved will be distributed annually according to the following allocation schedule:

**For Projects Sponsored by Centers & Institutes**

- 50% to support research in the college(s)/division(s) of the center or institute that generated the F&A costs;
- 30% to support the research administration functions of the center or institute that generated the F&A costs;
- 20% to the Research Development account for the general support of campus-wide research initiatives.

**For All Other Projects**

- 70% to support research in the college(s)/division(s) of the PIs who generated the F&A costs;
- 25% to the Research Development account for the general support of campus-wide research initiatives;
- 5% will be allocated to the Library for research-related support.

Amounts allocated when multiple PIs from different College(s)/Division(s) are on a single award will be proportional to the “Percent of Credit” stated on the Internal Routing Form for Proposals, Agreements, and/or Awards. Distributions of recovered F&A costs will be accrued over the fiscal year and distributed to units’ IPD accounts no later than the last day of September of the following fiscal year. Use of recovered F&A in IPD accounts is regulated by Florida State Statute and elaborated upon below.

**Use of Recovered F&A Costs**

In accordance with Florida Statute 1004.22(5), distributions of surplus recovered F&A funds must be used to support research and other sponsored project activities. This includes administrative support for existing sponsored projects or expenses related to the development of new projects. Other allowable expenses include but are not limited to the following examples:
“Bridge funding” to support research between grants  
Equipment and supplies for research  
Professional memberships and subscriptions  
Publication charges  
Research laboratory renovation and construction  
Service and repair of research instrumentation and equipment  
Startup packages for new faculty research  
Student or OPS wages to assist with research  
Summer salary and/or course releases for faculty research effort  
Travel related to professional development or research development

The use of recovered F&A costs for expenses that are not directly related to University research activity requires the review and recommendation of the Director, Office of Research and Sponsored Programs and the approval of the Assistant Vice President for Research.