

## 2117 FACILITIES AND ADMINISTRATIVE (F&A) COST RATE PROPOSAL PREPARATION

---

Subject: SPONSORED PROJECTS  
Effective: December 1986  
Last Reviewed: December 2014  
Last Revision: April 2018  
Resp. Office: Research Services  
Approval: Research Services

### PURPOSE:

---

To provide policy regarding the preparation of the sponsored project Federal F&A cost rate proposal submitted to and negotiated with the Department of Health and Human Services (DHHS).

### POLICY:

---

1. Research Services is responsible for the preparation of the periodic F&A cost rate proposal submitted to the University's cognizant Federal agency, DHHS.
2. The proposal will be based on expenses incurred during the base fiscal year identified in the approved Negotiation Agreement with DHHS, with adjustments for the projected research volume and F&A costs in the fiscal years for which an F&A cost rate is to be negotiated and applied. The proposal will be prepared using the guidelines contained in 2 C.F.R. 200 Appendix III and the Long Form Guide issued by DHHS.
3. The proposal will be reviewed and approved by the Vice President for Finance and Treasurer, in consultation with the Associate Vice President / Associate Vice Provost of the Office of Research Services, prior to being submitted to the DHHS.

The source of this document is Research Services.