

Research Operating Procedure for the On-campus and Off-campus Facilities and Administrative (F&A) Rate Determination

Definitions

“**On-campus**” is defined as research that is conducted in facilities owned or leased/rented by the University and for which the University is bearing the costs. For space used for on-campus research, the University has already included the costs associated with that space in the “facilities” portion of the on-campus F&A rate.

“**Off-campus**” is defined as research that is conducted in facilities not owned by the University and not otherwise paid for by the University from University funds. The facilities portion of the on-campus F&A rate does not include the rental or lease costs of such space.

UNM's agreement with the DHHS states, in relevant part:

An off-campus program is one that is conducted (1) in leased facilities where space related costs (e.g. rent, utilities and maintenance) are charged directly to the program, or (2) in facilities made available (at no cost) to the program by a non-University organization. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project

Rate determination

Under UNM F&A policy UAP 2425, off-campus rates are applicable to projects performed at facilities not owned or maintained by the University. UNM's interpretation of the DHHS rate agreement is: the off-campus rate applies if the project meets the following conditions:

- A) The project is performed in facilities that are not owned, maintained, or rented/leased by the University and are under a lease agreement, and space related costs are charged directly to the proposed program. **And,**
- B) 50% of the project period of performance is conducted in said facilities per A) above.

OR

- C) The project is performed in facilities not owned by UNM that are contractually made available at no cost to the University. *(These are typically facilities leased by a prime contractor and made available to UNM as a sub-awardee).* **And,**
- D) 50% of the project period of performance is conducted in said facilities per C) above.

Sponsored research generally requires analysis, interpretation, publication, information technology, and other on-campus, knowledge-generating activities that may not be directly funded by the sponsor but which are essential elements of a research project. To meet our federal funding requirements, UNM has a duty to ensure federal agencies who pay the appropriate F&A are not subsidizing industry or foreign government activities.

For the reasons discussed above, unless the conditions above are met, the on-campus rate will be used for sponsored research. Field work alone does not qualify the project for the off-campus rate. Use of the off-campus rate requires approval of the Office of Sponsored Projects prior to the proposal package being routed and submitted to OSP. Departments need to plan accordingly for coordination of their sponsored research proposal.

For further information, see:

UNM F&A Policy UAP 2425 at <https://policy.unm.edu/university-policies/2000/2425.html>.

UNM's current agreement with DHHS at: <http://osp.unm.edu/osp-rates>.