

UNM On/Off Campus Rate Frequently Asked Questions (FAQs)

Q. What is the most important take-away from the definition of “off-campus” in the Federally Negotiated Rate Agreement?

A. The most important element of the definition is the requirement for the project to be conducted in non-University supported facilities. This must be made clear either through 1) a lease charged directly to the project, 2) based on the location of the program as indicated in the solicitation, or 3) with a letter of commitment indicating the facilities will be made available at no cost to the program. This information should be included in the proposal Cayuse record.

Q. Does my project qualify for an off-campus rate if 100% of the data collection or fieldwork is performed off-campus?

A. No, not based on the fieldwork alone. The off-campus rate is used when facilities are provided to conduct the project in lieu of UNM facilities and more than 50% of the project is performed off-campus. The entire life cycle of a project is considered, such as project planning, research planning, staffing, organizing, data collection, analysis, reporting, publication, and other sponsor requirements.

Q. When should the off-campus rate be used?

A. Using the off-campus rate says you do not need the facilities or systems provided by UNM to conduct your project or the sponsor wants the program performed elsewhere. If that is the way the project is proposed or planned, it makes sense to include the costs for the alternate facility or have the sponsor agree to provide a place to conduct the project.

Q. The sponsor asked that I use the lowest indirect or overhead rate; can I apply the off-campus rate?

A. UNM must follow its federally negotiated rate agreement. The inclusion of the indirect cost rate is to account for the recovery of costs associated with the facilities and administration used for given project. These costs are subject to federal audit and that audit occurs on a regular basis. We are also specifically prohibited from subsidizing private companies and other non-US or non-federal entities by charging them an off-campus rate without adequate attention to fairly and consistently applying the off-campus rate definition. Therefore, if the project meets the off-campus criteria, the rate can be applied.

Q. What happens if a sponsor does not want to fund an on-campus rate?

A. The correct application and use of on-off campus rates (and our F&A rates in general) are governed by federal regulations (2 CFR 200) which directs all federal agencies to accept the

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rates developed for UNM. The Office of Sponsored Projects will gladly work with you in cases where this occurs.

Q. What does the Office of Sponsored Projects need to determine if an off-campus rate will apply?

A. Generally, OSP needs several of the documents that will be submitted for a proposal review and submittal to the sponsor (the solicitation, the proposal, the budget, and the budget justification). We look first at the solicitation to see if the sponsor allows a direct charge for facilities or offers to provide facilities as part of the award to conduct and manage the project. If the sponsor allows or encourages use of alternate facilities, we look at how the costs, staffing, or other arrangements in the budget and budget justification support the use of off-campus facilities. If the documents provided are insufficient in demonstrating allowable off-campus space for the project, there may be a need to provide a letter of commitment from the host facility. **Please note:** OSP needs to review documents for an off-campus rate at least two business days prior to your scheduled proposal review.