

On- or Off-Campus Facilities & Administrative (F&A) Rate Determination

PURPOSE

The purpose of this document is to establish the procedure for determining whether a sponsored project should be classified as an on- or off-campus project and to explain the F&A rate implications of this determination.

BACKGROUND

An “off-campus” determination on a sponsored project implies that there are no facilities costs associated with the project, which results in a lower F&A rate. However, since virtually all projects utilize at least some on-campus resources, an off-campus determination has significant fiscal ramifications for the university. Consequently, requests for an off-campus determination are weighed carefully, and are granted only when specific circumstances exist.

ON- OR OFF-CAMPUS CLASSIFICATION

On-campus: The on-campus F&A rate will be applied to any sponsored project that requires more than minimal utilization of space owned or leased by the university, university equipment, or library services. Therefore, the on-campus F&A rate applies to most sponsored projects.

Off-campus: In order to be classified as an off-campus project, the project must be reviewed by OSP prior to proposal submission. The following criteria will be evaluated and at least two of the conditions must be met in order for the off-campus F&A rate to apply:

1. The nature of the work requires that it be performed off-campus. (Convenience and/or telecommuting are not justifications for the off-campus determination.)
2. Non-UNLV owned buildings and administrative work areas involved in the project are to be leased or purchased through the sponsored project for at least 50% of the project term.
3. The administrative structure of a project activity will be relocated from university-owned facilities for at least 50% of the project term.
4. The off-campus portion of the work is continuous and will occur over at least 50% of the project term, or more than 50% of total salary costs will be paid to individuals performing work off-campus.

Note: Portions of a project performed by subcontractors and/or consultants are not a factor in the determination of whether the off-campus rate should apply.

REQUESTING AN OFF-CAMPUS CLASSIFICATION

All off-campus rate determinations must be approved by OSP prior to proposal review and submission. To gain approval, the Principal Investigator must submit a written request to OSP, including documentation describing the off-campus components and justification that supports why the project should be classified as off-campus. Support materials should include a Statement of Work (SOW) delineating the off-campus nature of the project and a budget illustrating the off-campus costs.