GUIDELINES FOR DISTRIBUTING F&A (Facilities and Administration) FUNDS

Prepared by Psychology Chair’s Office
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What are F&A Costs?

“Costs that are incurred by a grantee for common or joint objectives and that, therefore, cannot be identified specifically with a particular project or program. Examples include costs such as lab space, utilities, libraries, and general administration.” www.hms.harvard.edu/spa/glossary.htm” Many external grants awarded to faculty include F&A funds. A portion of these funds are returned to the department from the College. These notes describe guidelines for the use of these F&A funds within the Psychology Department

Distribution of F&A Funds Within the Psychology Department

1) The F&A allocation from the College will be divided into three parts as follows:
   • First, funds will be allocated for salary and fringe for departmental staff supported all or in part by F&A, along with recurring research charges borne by the department such as lab telephones.
   • Half of the remaining funds will be placed in a Research Account, to be disbursed at the discretion of the Chair’s office, in support of the research of departmental faculty, students and staff.
   • The remaining funds will be available for support of grant-funded activities not covered by direct grant funds. Although use of these funds is not restricted to grants generating F&A, some priority will be given to grants generating F&A if we encounter a shortfall.

2) Any surplus funds at the end of the fiscal year will be transferred to the Research Account.

3) The Chair’s office will be responsible for developing equitable principles for using the funds in the Research Account.

4) Requests for charging items to the F&A account should be sent to Guillermo de Paz. Requests exceeding $500 will be reviewed by the Chair or Associate Chair for Research.

5) Each request should include:
   • A) the funded grant(s) to be facilitated by the request.
   • B) why the item cannot be charged as a direct cost.
   • C) brief justification for the item.