



University of Connecticut Health Center

POLICY NUMBER 2002-11

February 25, 2002

**POLICY: FACILITIES AND ADMINISTRATIVE (F&A)
COST RATE PROPOSAL PREPARATION
(RESEARCH/SPONSORED PROGRAMS)**

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 STATEMENT:

1. The Associate Vice President of Fiscal Administration – Research 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 University's most recently completed fiscal year, with adjustments for the projected research volume and F&A costs in the fiscal year for which an F&A cost rate is to be negotiated.
3. The proposal will be prepared using the guidelines contained in Office of Management and Budget Circular A-21 (Cost Principles for Educational Institutions), as amended.
4. The proposal will be reviewed and approved by the Chief Financial Officer prior to being submitted to the DHHS.

Dan Upton (signed)
Chief Financial Officer

4/17/02
Date

Richard Berlin, MD (signed)
Associate Dean for Research/Planning & Coordination

4/11/02
Date

Peter Deckers, MD (signed)
Executive Vice President for Health Affairs

4/14/02
Date

Replaces: NEW POLICY