

## **Charleston Research Institute Policy Memorandum**

**Title:** Indirect Cost (IDC) Sharing Policy

**Reviewed by:** Board of Directors

**Implementation Date:** February 11, 2013

**Next Scheduled Review Date:** February 11, 2016

**Approval:** M. Rita I. Young, Ph.D., Chairperson

### **Policy Statement:**

CRI will provide indirect cost (IDC) sharing funds of 3% to VA Principal Investigators (PI) for federally funded grants. Funds are to be spent on IDC allowable costs so they are eligible to be included in the CRI indirect cost pool when negotiating the federal IDC rate.

IDC sharing funds are earned throughout CRI's fiscal year (FY) beginning October 1 and ending September 30. Allocations are based on grants earning full federally negotiated IDC and are not calculated on subawards to others.

The CRI Board of Directors reserves the right to put restrictions on IDC sharing funds at any given time.

### **Background:**

IDC sharing funds are intended to give VA PI's access to a portion of the CRI indirect cost collected for CRI administered funds earning the full CRI negotiated IDC rate. These funds are intended to provide a funding source for items that are typically not allowed on federally funded projects, yet are in support of the research environment of VA R&D approved research.

### **Guidelines:**

Allowable indirect cost pool expenses include, but are not limited to:

- Books and subscriptions for general, i.e., not project specific, knowledge
- Memberships in professional organizations (cannot include lobbying costs)
- Moderate alterations of space (needs to be specifically authorized)
- Furniture
- Equipment
- Service contracts
- Software that supports indirect activities
- Personnel that support indirect activities such as administrative support functions within a VA service
- Travel not directly related to a specific project, e.g., to scientific meetings

IDC sharing funds are intended to be used within the fiscal year awarded. In order to preserve available operating funds for CRI and to prevent hoarding, any remaining IDC sharing funds set aside for a PI will be swept to CRI Administration one month prior to fiscal year end (September 30).

IDC shared funds cannot be used to purchase capital equipment (durable, non-expendable assets with acquisition costs, including taxes, shipping and installation, of \$5,000 or more)

If the PI departs from Charleston VAMC, any balance in IDC shared funds will revert to CRI Administration. The only exception is when the award remains at CRI with sponsor approval under another principal investigator.

Principal Investigators (PI's) with CRI residual funds are not eligible to participate in this IDC sharing policy.