

**UCF Research Foundation, Inc.  
Small Project Admin Fee**

If a proposed project qualifies as a Small Project to be processed through the UCF Research Foundation (UCFRF), a 5% administrative (admin) fee may be requested in lieu of facilities and administrative (F&A) costs. **The use of the admin fee in lieu of F&A costs must be approved prior to proposal submission.**

If the request is approved, a 5% admin fee will be assessed against the total direct costs of the project.

If the project is awarded on a fixed-price basis, any residual funds at the end of the project/closeout that are less than or equal to 10% of the project funding, may be transferred to a UCFRF PI balance account upon satisfactory close-out of the project. Residual funds greater than 10% will remain with the UCFRF.

An admin fee request is not required if the F&A rate is limited to 5% per the sponsor agency's written policies or if the sponsor agency does not allow F&A.

A Small Project to be processed through the UCFRF must meet all of the criteria listed below:

- Funding cannot exceed \$30,000 including admin fee.\*
- The funding provided is not federal or federal flow-through.
- Any agreement provided by the sponsor can include only minimal terms and conditions.
- PI does not anticipate developing intellectual property.
- PI labor cannot exceed 320 hours or eight weeks effort within a 12-month period.

**PROJECT INFORMATION**

Principal Investigator: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Sponsor Agency: \_\_\_\_\_  
Project Period: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Budget: Total Direct Costs: \_\_\_\_\_ Admin. Fee@ 5%: \_\_\_\_\_ Total Request: \_\_\_\_\_

**SIGNATURE AUTHORIZATION**

Principal Investigator: \_\_\_\_\_  
Department Chair: \_\_\_\_\_  
Dean/Assoc. Dean: \_\_\_\_\_  
UCFRF Representative: \_\_\_\_\_

For UCFRF Comments only: \_\_\_\_\_

\*\*If standard C&G terms and conditions are included in a project agreement, the project does not qualify as a UCFRF Small Project and must be processed by the Office of Research & Commercialization.

\*Continuation proposals that have been previously awarded a Small Project fee from the same sponsor will be subject to UCF's federally negotiated F&A charges or other approved optional rate for any cumulative amount above \$30,000.

## **UCF Research Foundation, Inc. Small Project Program**

This pilot program is intended to serve as an incentive for faculty in the College of Sciences to process small awards, often received personally by the faculty, through the UCF Research Foundation (RF), which is acting for the benefit of the university. The focus is on minimizing both the PI's and the Office of Research & Commercialization's (ORC) C&G administrative burden, while still maintaining adequate oversight. No ORC staff involvement is intended other than proposal/application cursory review and final submission.

### **Benefits:**

- PI gets credit for bringing in sponsored activity.
- PI doesn't have to deal with the tax issues resulting from personally accepting the funds.
- PI doesn't have to personally pay students and others supporting the project. Payroll will be processed through UCF HR.
- Allows PI to minimize personal risk, since the award will be accepted by the RF.
- Allows PI to further develop their credentials by supporting development of new research or sponsored program areas.
- The college captures full research activity.
- Funding to the RF is increased.

### **Procedure:**

- The PI will locate the UCFRF Small Project Admin Fee form (available at <http://www.research.ucf.edu/foundation.html>), will fill out, sign, obtain approvals, and will submit to RF (for COS, [Nivedita.Patel@ucf.edu](mailto:Nivedita.Patel@ucf.edu)). RF will notify the PI and ORC's Proposal Manager (PM) within one business day whether the submission meets program criteria.
  - If approved, the PI will locate the A-1 form for proposal/account authorization on the RF website. PI will review and modify as necessary, sign, and obtain signatures of Dept. Chair and Research Coordinator/Dean.
- When the proposal/application (including budget, if applicable) is ready to submit, the PI will send the following documents to ORC's Proposal Manager:
  - Proposal/application (including budget, if applicable)
  - Small Project Admin Fee form, if applicable\*
  - Approved A-1 form, which provides department and college project authorization.
- PM will perform a cursory review to ensure:
  - costs will be allowable through RF
  - RF is listed as the recipient of the funds, rather than the PI.
- PM will submit to agency.
- If the proposal/application (including budget) is accepted by the sponsor for funding, RF will accept payment.
- It is anticipated that a two-party agreement often won't be required by the sponsor agency. Often a cover letter will suffice. RF can initiate an agreement if one is needed, will obtain General Counsel approval, and will execute.
- RF will upload appropriate documents in ARGIS and establish an account in the 05 Other Agreement account series.

\*Some sponsors may not allow F&A (overhead, indirect) or an admin fee. The PM may contact the agency to determine if a 5% admin fee is allowable. The RF will accept project funds even if no F&A or admin fee are allowed, consistent with ORC policy.

3/08/2013