SAINT LOUIS UNIVERSITY

Sponsored Awards
Procedure for Distribution of F & A Recovery

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Responsible University Office	:			
Vice President for Research				

INTRODUCTION

In addition, to the established policy on Facilities and Administration Rate Cost Recovery (F & A) that have been established by Saint Louis University (hereinafter "SLU"), this procedure delineates the processes followed by the Office of Sponsored Programs Administration (OSPA) for distributing recovered F & A. To that end, the University has established the following procedures to return a portion of the F&A recovery to the investigator, the investigator's department, the investigator's school, and the Division of Research Administration.

PROCEDURE

Update Database (DB)

On a quarterly basis,

- OSPA moves the previous quarter's distribution data in the database (DB) to the "previous period" tables.
- Because F&A distributions are done on a fiscal year basis, September 30 will mark the end of the first quarter, with no previous period. December 31 will have a previous period of September, March will have a previous period of December, and June will have a previous period of March.
- For each quarter, OSPA uploads current data to Indirect Cost Recovery (IDC) Table

Check for missing Principal Investigators (PIs) and designated funds

- OSPA obtains list of PIs and designated funds needed for current distribution but are not included in the current DB.
- The list is forwarded to the Controller's office to be validated and designated funds established for future distributions.

Annualize current recovery

- OSPA determines if the current rate of recovery will exceed the $12.5 million floor
    - If yes, the distribution will be a full share
    - If the trend is more than $7.5 million, calculate ½ share for all groups
    - If the trend is less than $7.5 million, then the distribution will only be 5% to the PIs.

Calculate YTD distribution

- Once the rate is determined, OSPA runs the appropriate query in the data base that calculates the year to date (YTD) distribution.
- OSPA runs the "Totals to tie off report" and calculates YTD distributions by group.
- OSPA hand-calculates the amount and determine that they tie off.
    - If not, errors are corrected,
    - If yes, move on to next process

Add new data to PI, Chair, and Dean Tables.

- When the Controller's office returns the new data, add to the respective tables.

Run final reports

- OSPA runs final reports for each group and ties totals to the "Totals to Tie Off Report"

Create JE for processing

- OSPA runs queries that create the final JE's
- OSPA converts to Excel JE Spreadsheet
- Each group's final JE is tied to "Totals to Tie Off Report"
- All group's JE is combined to one spreadsheet
- OSPA provides data to Financial Coordinator to post

Create IDC Reports and transmission letters for PI's, Deans, Chairs, and Research.

- Transmission letters are updated with current date and %'s
- Individual IDC Reports are created from data base
- Final reports and letters are distributed by the Research Administrative Coordinator.

APPROVAL SIGNATURES

This procedure was developed by:
Saint Louis University Division of Research

This policy has been approved by:

<u>Raymond C. Tait/s</u>   <u>July 1, 2010</u>
                                                            Date:

Vice President for Research
Saint Louis University

DOCUMENT HISTORY

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July 1, 2010	1.0	New Document