

***Indirect Cost Sharing  
Policies and Guidelines  
University at Albany***

In the 1997 Fall semester, the President, upon recommendation by the Council on Research, established the policy of returning 10% of the University's indirect cost return to the schools or colleges, departments, and centers. The allocations are determined in direct proportion to the units' contribution toward the total indirect cost recovery pool. Of this amount, the school, college or division retains 20% and the departments or centers receive 80%. The intent of this program is to stimulate the growth of new research endeavors or sustain existing research activities for which external funding is being sought. Since these funds are derived from the campus' recovery of a portion of the infrastructural costs inherent in supporting campus-based research (i.e., "indirect costs"), some portion of these funds should be reinvested in the research infrastructure.

When distributing indirect cost sharing funds, research endeavors with the following characteristics should be given the highest priority:

- ◆ activities that have a significant probability of generating external funding;
- ◆ interdisciplinary or multiunit research projects;
- ◆ research programs that include undergraduate or graduate training components;
- ◆ projects that improve research infrastructure; or
- ◆ needs that are of limited duration.

Funds must not be used for the following types of activities:

- ◆ entertainment expenses;
- ◆ instructional costs;
- ◆ consultant fees for University at Albany faculty; or
- ◆ petty cash accounts.

All deans, chairs, and center directors who receive indirect cost sharing funds must submit a brief final report describing how these funds were distributed by the close of the fiscal year (June 30<sup>th</sup>). The report should also include an explanation of the process used to allocate these funds and a statement of the outcomes planned for and realized from the investment of these funds.