

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

In the Fall of 1997, the President, upon recommendation by the Council on Research, adopted the policy of returning 10% of the campus' indirect cost return to the deans, 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 sponsoring unit (school/college or the appropriate Vice Presidential unit) retains 20% and the departments or centers receive 80%. The intent of these funds is to sustain existing research activities as well as stimulate the growth of new research endeavors. Ideally, a portion of these funds will be reinvested into the research infrastructure, since the funds are based upon the campus' recovery of a portion of the structural costs inherent in supporting campus-based research.

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

- ◆ activities which have a significant probability of generating external funding
- ◆ interdisciplinary research projects
- ◆ research programs integrating undergraduate or graduate training components
- ◆ projects which are of limited duration
- ◆ activities which promote collaboration

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

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

All recipients of indirect cost sharing funds must submit a final report describing how these funds were distributed by the close of the fiscal year (June 30th). The report should also include an explanation of the methodology used to allocate these funds and a statement of the outcomes realized from the investment of these funds. Please note that these reports should be submitted to the Vice President for Research via the appropriate reporting lines (e.g., department chairs, center/institute directors, deans and vice presidents).

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