



## THE UNIVERSITY OF SOUTHERN MISSISSIPPI

**TO:** Deans, Directors, and Chairs

**FROM:** Cecil D. Burge  
Associate Vice President of Research & Technology Transfer

**DATE:** July 24, 2002

**RE:** Distribution of the Departmental Share of Recovered F & A Fees

Recently we have had several questions regarding the method for distribution of the departmental share of recovered F & A fees whenever a project spans multiple departments. Here is the protocol and policy upon which we operate:

1. At the time of proposal processing, the Chairs of collaborating departments or Directors of units may define and elect any distribution scheme upon which they can agree. This distribution scheme must be described on the Internal Approval Form. The Chairs or Directors of all departments/units must sign the Internal Approval Form. ORSP will use this at the time of account establishment to enable the distribution method which has been agreed upon.
2. In the absence of other distribution schemes defined by Chairs or Directors of collaborating units, the departmental share of recovered F & A fees will be distributed proportionally to departments based on the distribution of personnel costs. Each department will receive a percentage of the recovered F & A fees proportional to the level of effort provided by that department as measured by personnel costs.
3. The proportional distribution of the departmental share of recovered indirect costs according to the department level of effort has been a well-established practice by the Vice President for Research. Every project in the past may not have followed this procedure. Given the tenuous nature of many departmental budgets and the prospective budgeting of recovered F & A by departments, redistribution will not be done retrospectively.

xc: Dr. Pamela Miller  
Ms Cheryl Mowdy

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