



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit the [OGCA website](#)

Determination of On-Campus vs. Off-Campus

Definitions

On-Campus

On-campus is defined as effort and/or project that is conducted in space owned by the University and for which the University is bearing the space costs, from University funds.

Off-Campus

Off-campus is defined as effort and/ or project that is conducted in space not owned by the University and not otherwise paid for by the University from University funds. If a project is located in leased space and the lease is a direct charge to the project, then the project is considered off-campus.

Determination of On-Campus vs. Off-Campus

The on-campus vs. off-campus Facilities & Administrative (F&A) cost rate is determined on the basis of the preponderance of the project expenses. A project is defined to be "on-campus" if 50% or more of the UAF activities are performed in facilities owned by UAF or for which rent is directly paid by UAF. In this case, the "on-campus" rate will apply to the entire project,

including the first \$25,000 of each subcontract. Projects may qualify for the “off-campus” rate if 50% or more of the project is conducted using non-university buildings and/or equipment.

Tasks performed by consultants or sub-awardees should not be considered when determining if the project qualifies as on-campus or off campus. When the off-campus rate is to be used, the proposal narrative and supporting documents should clearly demonstrate the fact that more than 50% of the project activities are to be conducted off campus as defined in the paragraph above.

For proposals which the appropriate rate is not obvious, PIs will provide an internal breakdown of the budget. All direct costs (less consultants and sub-awards) to be incurred for on-campus activities will be listed in one column, and all direct costs (less consultants and sub-awards) to be incurred for off-campus activities will be listed in another column. When graduate student salary is split between on-campus and off-campus activities, then tuition remission should also be split proportionally. The column with more than 50% of the expenditures will determine the rate to be applied to the proposal.

Splitting Rates

Projects should have a single rate that applies to the agreement as a whole. Even if multiple departments or campuses are involved, projects should not be split between off-campus and on-campus rates.

For supplemental funding, the rate that was originally proposed should be used. The only exception to rate splitting would be task or CLIN based contracts or major programs. These projects will be evaluated on a case-by-case basis.

For additional information: <https://uaf.edu/ogca/lifecycle/3-develop/budgets/index.php>