CEHD CPI

Agenda
Thursday, February 23, 2017
2:30 pm-4:00 pm – Room 410 Rudder

I **Interim Funding Requests – Bloomfield** - 10 mins

II **CEHD Guideline on Indirect Costs, Salary Savings, and Course Buy-Outs– Ganz**

a. Suprena Bennett – Assistant Dean for Finance – 5 minutes
b. Business Administrators and PI with balances in excess of $20k to discuss policy implementation – 30 minutes
c. Open discussion on Revision of Policy – 45 minutes

III. **Dissemination of Information**

a. Department Reps (Fluckey, Irby, M. Capraro, Kwok)
b. Dean's Council – Ganz
c. University Research Council – Bloomfield
d. University CPI – Kwok
e. Other

Future Meeting Dates
Thursday, April 20 from 2:00-3:30 in 410 Rudder – Presentation by Aliese Seawright, Director Human Research Protection Program

CPI

Council of Principal Investigators - College of Education & Human Development

Meeting Notes

Thursday, February 23, 2017
2:30 pm-4:00 pm – 410 Rudder Tower

Members Present	Members Unable to Attend	Others Present	
Daniel Bowen - EAHR	Mary Margaret Capraro - TLAC	Suprena Bennett	Trez Jones
Tim Elliott - ESPY	Robert Capraro – TLAC	Sue Bloomfield	Rafael Lara-Alecio
James Fluckey – HLKN	Christopher Woodman – HLKN	Mary Helen Coady	Jeff Liew
Jennifer Ganz – EPSY	Hersh Waxman - TLAC	Kelly Freeman	Noboro Matsuda
Beverly Irby - EAHR		Tamika Gilreath	Hector Rivera
Oi-Man Kwok - EPSY		Shanna Hagan-Burke	Susan Sassano
Mike Massett - HLKN		Shevon Harvey	Fuhui Tong
		Amy Hinnant	Windy Turner
		Jan Hughes	Angela Welch

Agenda Item	Comments	Recommendations/Actions/Follow-up
I. Interim Funding Requests - Bloomfield	Review of handout related to steps the CERD office will take to acquire interim funding for all new awards.	Let faculty in your department know they should notify Clayton Holle cholle@tamu.edu upon receipt of a new award notification from the sponsor.
II. CEHD Guidelines on Indirect Costs, Salary Savings, and Course Buy-Outs - Ganz	CEHD CPI recommends revisions to the F&A/salary savings time limit policy. The current policy is outlined below: **Time Limits for the Use of IDC Returns, and Salary Savings** Funds generated from salary savings and IDC returns must be used no later than three years after the distribution date. For example, funds generated from grants or contracts in 2013 must be used by 2016. The department will make available to each PI, at least annually, a	

Agenda Item	Comments	Recommendations/Actions/Follow-up
	statement of their budget itemized by year of fund acquisition. *Approved by Dean's Council May 6, 2003* *Addendum approved by Dean's Council June 5, 2007* *Edits proposed by CPI on January 25, 2010* *Edits approved by Dean's Council on March 2, 2010* *Revisions approved by Dean's Council on March 18, 2014* The CPI recommends the following revisions: **Encumbrance of F&A Returns, and Salary Savings** The purpose of this policy is to encourage PIs to encumber F&A and salary savings received from external funding so that the Dean's office is better able to support college faculty and staff when advocating for CEHD funding from university and other sources. Funds generated from salary savings and F&A returns to the PI should be encumbered as they are received. PIs are instructed to work with their departments' business administrators to establish Unit Financial Obligations (UFOs) to reserve funds to promote research and related activities.	
III. Dissemination of Information		
A. Department Reports	HLKN – department head candidates are coming in for on-campus interviews.	
B. Dean's Council - Ganz	No report	
C. University Research Council – Bloomfield	URC continued their discussion of the Research Development Fund. Bloomfield is questioning if these funds can be used to support critical personnel and staffing to run equipment (not purchase equipment which is normally the case for these funds). If they allow this type of expense the new Human Clinical Research Facility could possibly benefit from RDF funds.	

Agenda Item	Comments	Recommendations/Actions/Follow-up
D. University CPI – Kwok	Discussion concerning the immigration ban and access to visas.	
E. Other	The question was raised that when you are collaborating across departments and colleges, how can you ensure indirect costs will be returned to the PI/department/college. The best way to address this is to make sure that budgets are separated, meaning there would be a separate budget for CEHD. Discussion about the scoring of Catapult projects and releasing comments if a project is denied.	CPI Reps were asked to inform their faculty of the need for separate budgets on interdisciplinary proposals and it was recommended that CERD offer a brown bag workshop on budget preparation. Recommended that those awarded Catapult funding prepare a poster presentation for the next faculty retreat to demonstrate how they have used the funds

<u>PROPOSED</u> PRO-ACTIVE INTERIM FUNDING BY COLLEGE R& D OFFICE:

2/23/17

1. Upon receipt of new award, PI forwards notice to Clayton Holle at cholle@tamu.edu.
2. Clayton will route to our pre-award staff; he/she will contact PI within 24 hours to determine a) is interim funding desired? B) what are the PI's priorities, payroll and/or non-payroll items? In order to create an interim funding budget
    a. Sharmila Pathikonda --HLKN, EAHR
    b. Jesus Palomo --- EPSY, TLAC
3. IF funding is private or commercial, the College R&D Office will support modest interim budgets ($ limits TBD) off our funds; internal process only.
4. IF funding is federal or state-sponsored, Sharmila or Jesus will prepare an SRS Interim Budget Funding request according to PI's priorities and subject to $30K (non-payroll) and $100K (payroll up to 2 months' worth) SRS limits. Interim Budget Request will be routed promptly to SRS.
5. IF SRS cannot get this interim funding set up in a timely fashion, College R&D Office will support that interim funding set-up on our funds (within limitations of our budget).

SAMPLE DISTRIBUTION OF INDIRECT COST RETURNS

Total Project	F&A Rate	Direct	Indirect	PI Distribution 10%	Department 15%	RDF 15%	Project Adm. Fee - 4.24% of Direct Exp	College Distribution	DOR Program Development	
100,000	48.5	67,340	32,660	3,266	4,899	4,899	2,855	8,370	8,370	
100,000	26	79,366	20,635	2,064	3,095	3,095	3,365	4,508	4,508	
100,000	8	92,593	7,407	741	1,111	1,111	3,926	259	259	
100,000	5	95,239	4,761	476	714	714	4,038	(591)	(591)	*
100,000	0	100,000	0	0	0	0	4,240	(2,120)	(2,120)	
				10% of Indirect	15% of Indirect	15% of Indirect	4.24% of Direct	Indirect minus previous percentages divided by 2		

*Amounts in red indicate dollars owed to SRS for administration of project.

Note:
RFD = Research Development Fund
Project Administration Fee = Sponsored Research Services
DOR = Division of Research

College of Education & Human Development
Facilities &Administrative (Indirect Costs) Returns, Salary Savings, and Course Buy-Outs
Approved by Deans Council on March 18, 2014
Revised to match TAMU Division of Research policy on February 20, 2017

This document addresses the allocation of Facilities & Administrative (F&A) returns (commonly known as IDC returns) to the College, salary savings generated from grants and contracts, and time limits for the use of funds. The document is intended to assist faculty members and Department Heads in fiscal planning. Specifically, it helps faculty members reach decisions that best match their goals with respect to course "buyout", extended contract, and/or funds to support their research program, and it helps Department Heads ensure the integrity of academic programs. In addition, it clarifies time limits on the use of such funds.

These proposed policies are intended to promote fiscal accountability, enhance the ability of Colleges and Departments to support the extramural activities of its faculty and staff, and empower faculty to make informed decisions about how they develop budgets.

F&A Returns
Facilities and Administrative (F&A) returns are funds generated from grant expenditures. Current F&A rates on individual grants/contracts within the college vary from 0% to 48.5%. The F&A rate is established at the time the project proposal is submitted and is sometimes restricted to <48.5% by the funding agency.

F&A returns on actual research expenditures are distributed per the April 2, 2014 letter signed by Mark Hussey, William Dugas, and M. Katherine Banks. The letter can be found at the following website: http://provost.tamu.edu/resources/Resource%20documents/ResearchDevelopmetFundAnnouncement2.pdf

Following is the distribution for TAMU:

Department housing PI*	15%
TAMU Research Development Fund (RDF)	15%
PI Incentive	10%

From the remaining 60%:

SRS Project Administration Fee = 4.24% of *direct costs* on project proposal budget
Remainder is split between TAMU Division of Research and College*

*As of July, 2016, CEHD Department Heads agreed to direct 2/3 of Dept. F&A returns (so 10% of total returns), and the CEHD Dean agreed to direct 100% of College returns, to support of CEHD R&D Office.

Example: a $1,000,000 contract to a CEHD PI with 8% F&A rate generates $74,074 in F&A returns, which would be distributed thusly over the life of the project:

Department of PI (15%)	$11,111	[$7,407 to CEHD R&D Office]
TAMU RDF (15%)	$11,111	
PI Incentive (10%)	$7,407	
Remainder:	$44,444	
SRS	$39,259	(4.24% of direct costs, $925,926)
TAMU DOR	$2,592	
CEHD	$2,592	

Salary Savings from Grants and Contracts and Course Buy-Outs
Salary savings refer to the replacement of Education and General (E&G) funds with other sources. Salary savings are generated when external funding replaces E&G (state) funding resulting from course buyouts or buy out of time from other professional responsibilities during the academic year (September-May). When faculty or staff members are expected to expend a significant amount of effort on a grant or contract, this percent effort needs to be reflected in the budget and that amount will replace the portion of their state salary. The amount being replaced is what contributes to salary savings. For example, if a faculty, staff, or administrator makes $10,000 a month and spends 15% of the time on grant activities, $1,500 of the state salary per month will be replaced with grant funds, thus contributing $1,500 a month towards salary savings.

Any salary savings generated by external funding will be distributed as follows:

a. The Dean's Office will retain 20% and the remaining 80% will be sent to the PI's department.
b. If any expenditure by the department is required to hire faculty to teach course(s) that grant-funded faculty wish to buy out (course replacement costs), this amount will be subtracted from the 80% of salary savings that the department receives.
c. From the remaining funds, 33% will be awarded to the PI and the department retains 67%

Grant-funded faculty, particularly junior faculty, are encouraged to discuss with their department head any proposed exceptions to departmental course buy-out policy in order to accomplish the work scope of the project within budget limitations.

Each department's policy on dollars required on grant budgets for course buyout and the manner in which salary savings will be distributed should be clearly articulated, accompanied by a numerical example illustrating the policy, and available on a departmental website.

Time Limits for the Use of F&A Returns, and Salary Savings
Funds generated from salary savings and F&A returns must be used no later than three years after the distribution date. For example, funds generated from grants or contracts in 2013 must be used by 2016. The department will make available to each PI, at least annually, a statement of their budget itemized by year of fund acquisition.

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