

## SPA'S TOP 10 LIST

### OFF-CAMPUS F&A RATES

1. Off-campus is defined as a project performed in facilities not owned by the University and not on the Medical Center Campus.
2. The current off-campus facilities and administrative (F&A) cost rate is 26% MTDC (modified total direct costs).
3. Material portions of a sponsored project may be performed in both an on-campus and off-campus facilities.
4. The proposal narrative and budget should clearly describe the activities performed at the off-campus site(s) and the location of the facilities.
5. The proposal budget should include all costs associated with the on-campus and/or off-campus activities (salaries, fringes, travel, supplies...).
6. The off-campus costs should be identified with an asterisk in GBUD so the system can calculate the appropriate F&A.
7. Travel expenditures related to scientific conferences and/or meetings with collaborators *are not* considered off-campus activity.
8. Normally, a separate fund allocation will be established for the off-campus activity. The alpha character associated with this allocation will be "O" (#####-#####O).
9. If there is a need to perform a substantial piece of the project in an off-campus facility that was not originally included in the proposal and award, the PI should contact Grants and Contracts (Medical School) or the Research Office (Hilltop) for additional guidance.
10. Please refer to the University's Off-Campus Policies and Procedures for additional detail on this subject, see <http://spa.wustl.edu/admin.html>.