



## GUIDELINES

In a rare number of cases, there may be a business need for the Principal Investigator or Other Key Personnel (herein referred to as "Remote Employee") of a sponsored research project to work full time from a remote location while a CU Boulder employee. In such cases, Dean/Chair/Director approval is required for the project time to be considered an off campus cost. If approved and the conditions noted below are met, *100% of the Remote Employee's allocated paid project time while remote* will contribute to the off-campus calculation when determining the F&A rate for the project. Only the effort in this situation is eligible for off-campus consideration. If the other costs of the project are incurred on-campus, the project will be assessed the on-campus rate.

### **Complete this form if:**

- The Remote Employee is not responsible for maintaining an on-campus laboratory or office space.
- Capital equipment owned or purchased by the University is not being used at the Remote Employee's remote location to do his/her work.

### **Do NOT complete this form, if any of the following apply. The Remote Employee's allocated paid project time will not be considered as an off campus cost.**

- The Remote Employee is responsible for maintaining on-campus laboratory or office space.
- Capital equipment (items that cost \$5,000 or more and with a useful life of one year or more) owned or purchased by the University is being used at the Remote Employee's remote location to do his/her work.

### **Procedure:**

- This form must be completed *each time* a Remote Employee submits a new sponsored research proposal during the remote employment appointment.
- Complete all questions beginning on page two of this form. Obtain Remote Employee and Department Chair/Institute Director/Dean signatures.
- Submit completed and signed form to Proposal Analyst. The completed and signed form must be received by the Proposal Analyst before s/he can proceed with budgeting the Remote Employee's effort as an off campus cost.
- Please note that this form will be submitted to the Director of Space Planning & Management and the Assistant Vice Chancellor for the Department of Planning, Design and Construction for review when lack of space or issues with space are identified as the reason for using a remote location.



