



## Indirect Cost Distribution Policy

Approved January 14, 2014

### Introduction

For grants in which indirect costs are recovered, the College further establishes the following policies and procedures regarding Indirect Cost distributions.

### **Distribution of Indirect Costs within Saint Mary's College**

1. The College has established a distribution of funds from the Indirect Costs awarded by the grantor.
2. The distribution of funds from the indirect cost shall be as follows:
  - 65% to the College
  - 25% to the Department of the awarded grant
  - 10% to the Vice President's office which supervises the grant

### **Department distribution of Indirect Costs**

1. Distributions of recovered indirect costs given to the sponsoring department will be used for the following:
  - a. Contingency funds for items not allowed or anticipated in the grant program
  - b. Operating funds for maintenance of equipment and materials
  - c. Travel for faculty and/or students to present findings at conferences beyond those named in the grant
  - d. Start-up money for new faculty
  - e. Seed money for new or secondary grant directions
  - f. Further resource material as books, databases, etc. that came to light in implementing the project

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2. Approval of Department distribution of funds shall include:
  - a. A discussion between the Principal Investigator of the grant and the Department Chair.
  - b. A discussion between Department Chair and supervising Vice President, and/or the Dean of Faculty if appropriate.

**Vice President distribution of Indirect Cost**

1. Distribution of indirect costs to the sponsoring Vice President may be used for the following:
  - a. Seed money for a department that has not recently applied for or received a grant
  - b. Membership renewal in research associations
  - c. Matching funds for future grants
  - d. Travel for faculty/students to professional conferences that have a grant opportunity

**No Conflict with other College Policies and Procedures**

The distribution of Indirect Costs funds shall not negatively or adversely affect any current College and/or departmental policies and procedures nor put undue restraint on other department's ability to conduct their standard operating procedures.