5/10/2006
Business Application:
Determining On/Off Campus Status for
Facilities & Administrative (F&A) Rates
on Sponsored Agreements

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**General Rule:** "A project is considered off-campus if more than 50% of the direct salaries and wages (S&W) of University personnel engaged on the project are incurred at a site neither owned nor leased by the University."
(as Required in University 04/11/05 Federal F&A Rate Agreement)

**Step # 1**
Review Proposal/Award by Budget Period

**Step # 2**
Determine Location(s) in Which S&W are Incurred (* See Special Facilities List)

**Step # 3**
- S&W 50% or More in University Buildings or Buildings Totally Leased by University
- S&W 50% or More in non-University Buildings or Buildings Not Totally Leased by University (Indicator: Building Rent Included in Budget)

**Step # 4**
Assign On-Campus F&A Rate
Assign Off-Campus F&A Rate

*Examples of Special Facilities:*

<table>
<thead>
<tr>
<th>Building</th>
<th>Status for Step # 3</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Opus Building 1100 Washington Avenue</td>
<td>On-Campus</td>
<td>University rents entire building; and, therefore, this is considered On-campus due to the extraordinary facilities costs incurred and necessary University recovery of these via the On-Campus rates(s)</td>
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<tr>
<td>2) Psychiatry Dept. in Fairview West 2450 Riverside Avenue</td>
<td>On-Campus</td>
<td>University &quot;central&quot; pays for this Space; and, therefore, this is considered On-campus to recover these Facilities costs incurred by the university via the On-Campus Rates</td>
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<tr>
<td>3) Psychiatry Dept. in Riverside Professional Building (Ambulatory Research Center - ARC) 606 24th Avenue S</td>
<td>Off-Campus</td>
<td>University rents only a portion of this from an external, commercial organization</td>
</tr>
<tr>
<td>4) McNamara Center 200 Oak St. SE</td>
<td>Off-Campus</td>
<td>University rents only a portion of this from an external, commercial organization</td>
</tr>
<tr>
<td>5) Biostatistics 2221 University Ave.</td>
<td>On-Campus</td>
<td>University owns this building</td>
</tr>
<tr>
<td>6) Dinnaken Building 925 Delaware St. SE</td>
<td>On-Campus</td>
<td>University rents entire building; and, therefore, this is considered On-campus due to the extraordinary facilities costs incurred and necessary University recovery of these via the On-Campus rates(s)</td>
</tr>
</tbody>
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Note: Calculation steps include S&W only (i.e., not Fringe)