

## SPPS PROPOSAL SUBMISSIONS:

The two pathways to submit proposals are through The Research Foundation (RF) or University at Buffalo Foundation, Inc. (UBF). The Sponsored Projects Services office performs all pre-award functions for RF and UBF projects. The same pre-award proposal submission requirements apply to UBF projects as they would for RF projects.

## SPONSORED PROJECTS SERVICES RATES:

<b>Facilities &amp; Administrative (F&amp;A or Indirect) Cost Rates:</b>	<b><u>On-Campus</u></b>	<b><u>Off-Campus</u></b>
<b>Clinical Trials: *</b>	26%	26%
<b>Research: (7/1/2013 – 6/30/2015)</b>	59%	26%
(7/1/2015 – 6/30/2016)	59.5%	26%
<b>Research DOD: (7/1/2013 – 6/30/2015)</b>	61%	28%
(7/1/2015 – 6/30/2015)	61.5%	28%

### **Partial Projects On/Off Campus Rates: \*\***

<b>Salaries Off-Campus:</b>	<b>Rate:</b>
95%	28%
90%	30%
85%	32%
80%	34%
75%	36%
70%	38%
65%	40%
60%	42%
55%	44%
50%	46%
45%	48%
40%	50%
35%	52%
30%	54%
25%	56.5%
20%	59%

To calculate F&A (Indirect) Costs for all programs EXCEPT Clinical Trials, multiply the appropriate rate by total direct costs minus costs for equipment, tuition, rental of off-campus facilities, renovation of facilities, patient care costs, scholarships or fellowships, and subcontract amounts beyond the first \$25,000 of each subcontract.

\* For Clinical Trials, calculate F&A costs by multiplying the Clinical Trial rate by total direct costs minus IRB and pharmacy fees.

\*\* When a project is conducted partly on and partly off-campus, the one-campus rate is applied to the on-campus portion and the off-campus rate to the off-campus portion. For this purpose, a project is partly off-campus if the project uses an off-campus site for a period of **at least 90 consecutive days and, during that period, at least 20% of project salaries and wages will be expended at the off-campus site.** The off-campus portion is determined by dividing the salaries and wages paid for off-campus performance by total salaries and wages.

### **UBF Administrative Fees:**

**Sponsored Programs Revenues:** The Office of SPS determines the fee structure for privately funded sponsored programs

**Activity and Service Revenues:** The general university service fee (GUSF) applies to activities and services revenues. **The GUSF is 13%.** This revenue category includes all revenues **except gifts, sponsored programs and investment revenue.** Such revenue items are faculty practice, continuing education, event admissions, social activity fees, and other sales and services. Transfer/deposits between funding sources (IFR, RF and FSA) will not be assessed GUSF. Proper supporting documentation must be supplied that indicates funds are from **UB** for IFR and RF transfer/deposits.

### **Charitable Trusts and Gift Annuities:**

For all **charitable trusts** administered by UBF, **an annual fee is charged of approximately 0.5% of the beginning-of-the-year market value.**

For all **gift annuities** administered by UBF, a fee totaling **less than 0.5% of the beginning-of-the year market value is charged on the annual income allocation.**

Upon final distribution of trust or annuity assets, standard gift revenue fees are applied.

For those charitable trusts not administered by UBF, standard gift revenue fees are applied upon receipt of the distribution from the trust.

### **Credit Card and ECheck Bank Fees:**

- American Express – 2.15%
- ECheck – 1.75%
- MasterCard/Visa/Discover – 1.782%

**Endowment Fund Revenues:** No fee is deducted from any gift(s) to the principal of an endowment. However, an endowment fee amounting to approximately **1%** of the value of each endowment fund is charged **each year.**

### **Gift Revenues:**

- Endowment Principal Gifts – 9%
- Expendable Gifts – 5%