

UAM OPERATING PROCEDURE 225.1
RE: Prospectus Approval & Cost Reimbursement

September 1, 1993
Revised: July 1, 2005
Revised: July 1, 2011
Revised: January 27, 2020

Any proposal for funding from external sources must be approved by completion of a grant and contract approval form which can be obtained from Finance and Administration. The grant and contract approval form will be initiated by the faculty or staff member who will write the proposal and then forward to the department for the proper approvals. The Dean/Director will then forward that form to the appropriate Vice Chancellor who will forward it to the Chancellor for final approval. The grant and contract approval form shall contain a description of the proposed project or activity. This may be accomplished through an attached draft or prospectus, of the proposed activity.

Facilities and administrative cost contained in the budget of the proposal shall be distributed in the following way: 2% of the project's receipts from external funding source will be retained by the University. One half of the remaining facilities and administrative costs within the budget will be returned to the originating department to be utilized at the discretion of the department head. Any unused balances will be carried forward from year to year.

For those proposals submitted to sponsoring entities that do not allow a facilities and administrative percentage charge to be included, the principle investigator will ensure that direct charges for costs incurred will be included in the proposal. These direct charges could include computer usage, custodial services, maintenance or equipment upkeep, etc. Other examples could be administrative charges for payroll processing, financial reporting, or accounts payable processing. These examples are not all inclusive.