



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 2.8203

SECTION: Research

TITLE: Policy on Distribution of Facilities and Administrative (F&A) Funds

DATE: October 25, 2010

REVISED: June 27, 2011, November 1, 2015, October 13, 2025

Authorized by: Robert Fischer Provost and VP for Academic Affairs

### **I. Definitions**

#### Definition of F&A Costs:

F&A Costs, also known as indirect costs, are costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

### **II. Policy**

1. F&A funds represent reimbursement for real costs incurred by the University.
2. F&A funds will be required to the full extent allowed by the granting institution, and F&A funds shall not be waived in whole or in part without strong justification and the approval of the Associate Provost for Research as well as the affected college(s) and department(s).
3. Because F&A funds support research that is also supported by direct charges to grants, F&A distribution will follow the expenditure of direct costs, i.e., F&A distributions will not be made until the associated amount of direct expenditures have occurred.
4. Proposals to funding sources that do not allow F&A funds should consider the extent to which infrastructure costs may be chargeable as direct costs.
5. The distribution of F&A funds will balance the reimbursement of expended funds to support research, and the stimulation and incensing of new research.

### **III. Procedure for Administration of F&A Funds**

1. F&A funds will be distributed from the Office of Research & Creative Activity to colleges in accordance with direct expenditures (see II.3 above).
2. Colleges shall be responsible for tracking distribution of F&A funds within colleges.

### **IV. Procedure for the Distribution of F&A Funds**

1. The Office of Sponsored Programs will receive 19% to fund staffing and operations.
2. The Office of Research and Creative Activity will receive 43% for strategic research initiatives. This includes operating expenses associated with the protection and development of WKU-owned intellectual property such as salary, filing fees, legal fees, and other expenses associated with intellectual property and commercialization efforts.
3. The college of the P.I. will receive 38% unless an agreement to split F&A between colleges is made at the time of proposal submission. For example, the P.I. and a co-investigator may agree to allocate 75% of the 38% allocated to the college(s) to the P.I.'s college, and 25% of the 38% to the co-investigator's college.
4. Distribution of F&A funds within colleges shall be determined by the dean, who shall determine an appropriate fraction to be distributed to the head of the department(s) in which the F&A funds accrued.

### **V. Reason for Revision**

7/19/11 - Allowing WKU Vice President for Research to allow utilization of F&A funds by WKURF.

11/1/15 – Revised to reflect re-organization of the Office of Research and Creative Activity and allow for Top Slice funding to pay for operating expenses of the Research Foundation.

10/13/25 – Revised to reflect dissolution of WKURF and update of F&A distribution procedures.

### **VI. Related Policies**

Policy 2.010V Extramural Contracts and Grants

Policy 2.040V Signatory Authority