

Policy 7-010: Overhead for On-Campus and Off-Campus Activities

I. Purpose

To designate which activities should carry on-campus overhead rates and which activities should carry off-campus overhead rates.

II. General

A. The University of Utah on-campus and off-campus overhead rates are differentiated as follows:

1. On-Campus: The on-campus rate recovers all indirect costs incurred by the university as a result of carrying out research or training projects on the university campus. These costs Generally fall in the following categories:
 - a. Maintenance and operation of facilities
 - b. Departmental administration
 - c. General administration
 - d. Research administration
 - e. Library expense
 - f. Depreciation of buildings and equipment
2. Off-Campus: The off-campus overhead rate recovers only those indirect expenses which fall into the following categories:
 - a. Departmental administration
 - b. General administration

c. Research administration

III. Policy

- A. The on-campus rate will be applied to any project which requires utilization of university laboratory space, office space, university-owned equipment, or library services.
- B. The on-campus rate will be applied where the physical facilities of the university are used for only a portion of the project time, unless such physical facilities can be relinquished and reassigned for other use resulting in no direct or indirect physical plant costs being generated by the project.
- C. The off-campus rate will be applied to any project which does not directly or indirectly utilize university laboratory space, office space, university owned equipment, or library services.

[Note: Parts III of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice):

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- B. Policy Officer: Vice President for Research.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E