

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 26
Overhead Distribution on Grants and Contracts Involving Multiple Units

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish a policy for the distribution of overhead on grants and contracts involving multiple units.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

The Bagley College of Engineering strongly encourages faculty and departments to budget direct salary dollars in proposals, allowing the release of salary dollars back to the department. It is expected that all proposals will include some academic year release time unless strictly forbidden in the RFP. Additionally, the Bagley College of Engineering follows university operating policy OP 80.12 regarding the distribution of overhead funds. Of the funds returned to academic departments, 5/37th is to be retained by the college. The purpose of these returned funds is to reinvest into the research infrastructure of the college or department, and some departments may also choose to distribute a portion of the departmental return to faculty.

Prior to submitting a proposal for a research grant or contract, the faculty involved together with the Heads, Directors, and Dean's Office of the units involved should agree upon the overhead distribution model, or if a deviation from OP 80.12 is proposed, all parties must agree prior to any negotiation with upper administration for this deviation. Additionally, these individuals should agree on the use of child accounts (encouraged when possible). If units outside the Bagley College of Engineering are involved, child accounts should always be developed unless agreed upon by all parties or the grant and contract have unusual reporting requirements that make child accounts within faculty home departments unwieldy. In all cases, any revision of overhead distribution outside of OP 80.12 and the use of child accounts should be indicated on the Internal Approval Sheet prior to proposal submission.

APPROVED:

Robert A. Altenkirch	October 1, 1990
Dean of Engineering	Date

REVISED:

Jason M. Keith	December 8, 2015
Dean of Engineering	Date

REVISED:

Jason M. Keith
Dean of Engineering

October 13, 2020
Date