

**February 7, 2005
President's Cabinet
Bishop Barnwell Room
2:00pm**

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Final Reading: February 2005

First Reading: December 2004

BOISE STATE UNIVERSITY

Effective Date: Month Day, Year

BSU XXXX-X

Rev:

CENTERS AND INSTITUTES

PURPOSE: To establish policies and procedures for the establishment and administration of centers and institutes.

I. INTRODUCTION

Because of the complexity and interdisciplinary nature of many instructional, research, and outreach programs, it will be the policy of Boise State University to allow establishment of centers and institutes to facilitate the management and development of such programs.

II. DEFINITIONS

An **institute** is generally a large program involving more than one college. A **center** is usually a relatively small program in a single college.

III. REQUIREMENTS FOR CENTERS AND INSTITUTES

- A. A center or institute must be consistent with the role and mission statement and strategic plan of the university.
- B. A center or institute must-should represent a well-defined area of instruction, research, or outreach, and commonly involvesing faculty from more than one discipline, department, or college.
- C. The university must have existing strengths and resources appropriate to a center or institute including a critical mass of faculty and a demonstrated commitment on the part of the involved faculty and administration to actively participate in the center or institute.
- D. A center or institute must enhance an instructional, research, or outreach program in the associated college(s) and provide more effective administration of the program.
- E. A center or institute must provide the associated program with greater visibility and increased potential for extramural funding.

IV. PROCEDURE FOR ESTABLISHING CENTERS AND INSTITUTES

- A. After detailed review and consultation with appropriate faculty and administrators, the provost (academic programs) and the vice president for research (research programs) may separately or jointly recommend to the president of the university the establishment of a center or institute.
- B. Any recommendation to the president to establish a center or an institute should be accompanied by a State Board of Education notice of intent and a detailed description of the administrative structure of the center or institute.
- C. When, in the opinion of the president, a program of instruction, research, or outreach fulfills the stipulations set forth in this policy, the president may request the authorization of the center or institute by the State Board of Education. It will be the president's responsibility to report to the State Board of Education on the establishment of centers and institutes as required.

V. ADMINISTRATION OF CENTERS AND INSTITUTES

- A. Each center or institute will have a director who is responsible for the day-to-day administration of the program. Such arrangements may vary from a part-time director who receives release time from other university responsibilities to a full-time director whose primary responsibility is the administration of the center or institute.
- B. While all centers and institutes will ultimately be the responsibility of either the provost (academic programs) or the vice president for research (research programs), it is essential that the appropriate academic deans be directly involved in the administration of centers and institutes. This involvement is important because all such programs will have an impact on resource allocations in colleges and will require special attention to the appointment and evaluation of participating faculty.
- C. All centers and institutes involving more than one college shall have an administrative board that includes the deans from the participating colleges as well as appropriate department heads and faculty members. The director of the center or institute will report to this administrative board which will report to the provost (academic programs) or vice president for research (research programs). The director of a center in a single college will report to the dean of that college who will report to the provost (academic programs) or vice president for research (research programs).
- D. The provost and vice president for research will work in conjunction with a Center and Institute Advisory Board (CIAB) which will consist of the deans of the colleges and the provost and the vice president for research. The CIAB will develop policies for centers and institutes and coordinate development.
- E. All centers and institutes ~~should~~ shall undergo external review at least every five years to assess quality and effectiveness of programs. The review should be done by an external review committee recommended by the deans of the involved colleges and finalized by the provost (academic programs) or vice president for research (research programs).

Final Reading: February 2005

First Reading: December 2004

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COST SHARING

PURPOSE: Establish policies and procedures to meet government requirements to report cost sharing to sponsors and to reflect the July 15, 1993 revisions to [OMB Circular A-21](#) regarding the definition of university research.

I. INTRODUCTION

This document comprises the university policy on cost sharing and defines the procedures for monitoring project-by-project cost sharing and the reporting of cost sharing to sponsoring agencies. These policies and procedures were developed for the following purposes:

- To provide guidance regarding the circumstances in which cost sharing is permitted by the university, including defining the kinds of services, expenditures, or assets that may be cost-shared.
- To provide information to the university community regarding the contractual, financial, and administrative implications that result from the commitment to cost share.
- To establish procedures that give the university the ability to provide information to sponsoring agencies that demonstrates that the university has fulfilled any cost sharing commitments it has made as a condition of obtaining external sponsorship.
- To establish procedures for recording cost-shared expenditures in the university accounting system in order to segregate cost sharing for inclusion in the university research portion of the Organized Research Modified Total Direct Cost (MTDC) base, in response to the July 15, 1993 revision to federal Office of Management and Budget (OMB) Circular A-21, [Cost Principles for Higher Education](#), regarding the classification of university research.

II. DEFINITION OF PROJECT-BY-PROJECT COST SHARING

Project-by-project cost sharing represents that portion of the total project cost of a sponsored agreement borne by the university, rather than by the sponsor. Cost sharing of direct expenditures represents a redirection of departmental or college resources from teaching or other departmental and college activities to support sponsored agreements.

Mandatory cost sharing is cost sharing required by the sponsor as a condition of obtaining an award. It must be included or a proposal will receive no consideration by the sponsor.

Voluntary cost sharing represents resources offered by Boise State University that are not a specific sponsor requirement. When an award is received in which cost sharing (mandatory or voluntary) was proposed, the cost sharing becomes a binding **commitment**, and the university must provide the cost share as part of the performance of the sponsored agreement. Voluntary cost sharing is not encouraged unless it is a specific part of the evaluation requirements for the grant or contract. **Committed cost sharing** is considered a component of university research (dollar value of effort) and is included in Organized Research agreements referred to in section I of this policy.

Requirements for inclusion of cost sharing in grants and cooperative agreements are listed in OMB Circular A-110, [Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations](#)

III. DEFINITION OF INSTITUTIONAL COST SHARING

In contrast to project-by-project cost sharing, "institutional cost sharing," which is required by some sponsors (e.g., NSF), is not accounted for at a detailed level. Institutional cost sharing is a requirement of some unsolicited proposals whereby the university commits to using some of its own resources for related research. The commitment is made at the aggregate level between the sponsor and the university. This approach allows the university greater flexibility because it can share a greater percentage on some projects and not share at all on others. In most cases, departmental research meets this requirement and no special accounting or tracking is needed. It is important to note, therefore, that since departments have no responsibility to account for institutional cost sharing, the remainder of this policy does not apply if institutional cost sharing is the sole form of cost sharing on a project. Questions related to institutional cost sharing should be directed to the Office of Research Administration.

IV. THE COST-SHARING COMMITMENT

If a principal investigator (PI) proposes and the university agrees to cost-share university resources, the university is required to provide the stated resources in the performance of the sponsored agreement. Considering the administrative requirements and responsibilities inherent in the cost-sharing commitment, the PI, and departmental and school administrators, should weigh the cost effectiveness and the expected benefits of each cost-sharing commitment prior to making such commitments.

Implicit in the university's commitment to cost share is the agreement of the PI to ensure the following:

- Funds are provided for cost-shared direct costs.
- Verification of the cost-sharing commitment is provided at the time the proposal is submitted to the Office of Research Administration.

- The source of cost-share funds is included on the Office of Research Administration transmittal form.
- Cost-shared expenses for each project are accounted for in separate university accounts.
- Allowable costs are timely and accurately charged to the appropriate cost-sharing account.
- Expenditures on cost-sharing accounts are certified (see Section X).
- Records for cost sharing accounts are retained for the same period as the records for related sponsored agreement.

Note: The tracking, reporting, and certifying of cost sharing are subject to audit.

V. EXPENDITURES THAT CAN BE COST-SHARED

To provide maximum flexibility and to best support the project it is recommended that the cost sharing be proposed as a lump sum amount. Cost sharing may consist of allowable direct or indirect cost resources.

A. Direct Costs

1. Faculty, Student, or Staff Effort

It may be appropriate to contribute faculty, student, or staff effort to the performance of a sponsored agreement. The commitment to provide such support binds the university to contribute the effort and record the associated expenditures including fringe benefits in separate cost sharing accounts.

At any given time, proposals in circulation may include commitments that exceed 100% of faculty, staff, or student time. Therefore, when an award is received, care must be taken that individuals are not committed to more effort than allowed by their appointments (including supplemental pay). Grants that run concurrently should be checked to eliminate overlap that commits an individual more than 100% of allowable time.

Note also that significant decreases (25% or more for grants or an amount specified by the sponsor for contracts) in the effort by key personnel to a project require coordination with and/or advance approval by a federal sponsor; non-federal sponsors may have similar requirements. This requirement applies to changes in committed levels of effort that are to be cost-shared on the project, as well as to committed levels of effort that will be charged directly to the project.

2. Equipment

Equipment cannot be offered as cost sharing unless the receipt of the award is contingent upon such cost sharing.

Principal investigators should take care in preparing proposals for sponsored agreements not to commit the use of Boise State-owned or government-owned equipment as cost sharing, but rather to characterize the equipment as "available for the performance of the sponsored agreement at no direct cost to the project."

Proposals that include the acquisition of special-purpose equipment as a direct cost may include an offer of university funds to pay for all or part of the cost of such equipment. These proposals may be for equipment or instrumentation grants, where the purpose of the grant is to buy equipment and the university is required to share the cost with the sponsor, or research-oriented grants or contracts where the purchase of equipment required for the research is an allowable expense included in the proposal and award. Purchase and acquisition must occur during the period of performance. The portion of the purchase price paid by the university must be charged directly to a cost sharing account in support of the award.

3. Other Direct Costs

Allowable direct costs other than salaries, fringe benefits, or equipment may be committed by the PI as cost sharing on the proposal budget. The following are examples of other direct costs that may be cost-shared:

- travel expenses
- items that do not meet the capitalization threshold
- laboratory supplies

4. Administrative Expenses

Proposed administrative expenses that meet the criteria for direct charging in the university policy on major programs and that are disapproved by the sponsor yet still incurred (scope of work is not reduced), must be accounted for as cost sharing. The portion of the expense that is directly utilized and benefits the project must be charged to a cost sharing account in support of the award. The amount cost-shared may be less than the amount proposed. Also, see Section VII for administrative expenses that may not be offered as cost sharing.

B. Facilities and Administrative Costs (Indirect Costs)

Facilities and administrative (F&A) costs are real costs of conducting instruction and research. These F&A costs do not disappear simply because a sponsor refuses to pay for them; the university must fund any F&A costs that have not been reimbursed. When direct costs are cost-shared, the F&A costs associated with the direct costs are AUTOMATICALLY cost-shared. A PI may take advantage of the automatic cost sharing of these costs and include them on the proposal budget. A PI may also include any waived F&A costs as university cost sharing in proposals (see Boise State University policy 6315-C for instructions on waiver of F&A costs).

For contracts sponsored by the US Department of Defense (DOD), pursuant to Public Law 103-160, section 841, issued on November 30, 1993, universities are allowed to negotiate uncapped F&A cost rates for application to DOD contracts only. At the present time, Boise State has chosen to forego the opportunity to charge an uncapped F&A cost rate to DOD contracts, thereby waiving some F&A costs. Since the university has chosen to waive the F&A costs above the 26% administrative cap for DOD contracts, PIs may also cost-share the costs associated with the rate differential between the capped and uncapped F&A cost rates.

Since the accounting system is not capable of tracking cost-shared F&A costs such costs will not appear in the expenditure statements. The Office of Research Administration will calculate the cost-shared F&A costs based on information from the awarded budget and the accounting system for reporting purposes (see Section X).

VI. SOURCE OF FUNDS FOR COST-SHARED EXPENDITURES

Identifying and providing resources for cost sharing of direct costs (including equipment) is always the responsibility of the PI. The PI may NOT utilize funds from another federal award as the source of cost sharing, except as authorized by statute. The PI may utilize funds from non-federal awards as the source of cost sharing, ONLY when specifically allowed by the non-federal sponsor. Funds for cost-shared expenditures are typically identified from among gift, endowment income, operating budget, or other department designated funds.

VII. EXPENDITURES NOT ELIGIBLE FOR COST SHARING

The following expenses cannot be offered as cost sharing commitments in sponsored project proposals:

- A. Administrative costs in excess of the federally mandated administrative cap.
- B. Unallowable costs as defined in OMB Circular A-21, section J.
- C. Salary dollars above a regulatory cap (e.g., NIH).
- D. University facilities such as laboratory space. (A PI should take care in preparing proposals for sponsored agreements not to commit use of facilities as cost sharing, but rather to characterize the facilities as "available for the performance of the sponsored agreement at no direct cost to the project.")
- E. Depreciation on government-funded equipment.

VIII. OVERDRAFTS

After the end of the project performance period, when unanticipated project expenses result in more charges to a sponsored account than were funded, the amount of the overdraft is accounted for in the same manner as cost sharing, since these costs represent project costs being borne by the university. However, these costs cannot be considered

cost sharing for purposes of fulfilling a cost-sharing commitment because overdrafts are considered unallowable under A-21.

When such overdrafts occur, the department is responsible for notifying the Office of Research Administration, which will open a cost-sharing account and document the source of funds (as identified by the department) to cover the amount of the overdraft. The department then initiates the necessary expense transfer, including documentation of the nature of the expenses, appropriateness of the charge to the project, and other reasons for the transfer. This does not apply to temporary overdrafts that are the result of accounting errors, or mistakes in the coding of charges.

Note: Cost Sharing Authorization Forms are not necessary for overdrafts.

IX. REDUCTION IN COST SHARING

The actual effort and other costs required to accomplish the goals of a sponsored project might differ from what was proposed and awarded. The total costs could decrease due to changes in programmatic needs. When there is cost sharing on such projects, the sponsor may need to be consulted to determine if the reduction can be applied either to the cost share committed by the university or to both the sponsor and university cost-share contributions on a pro rata basis. Otherwise, the sponsor's share is reduced and the university's entire cost-sharing commitment must be met. The PI or the departmental research administrator must consult with the Office of Research Administration before the sponsor is contacted.

X. REPORTING COST SHARING

When required, Boise State University is responsible for providing information to sponsoring agencies that demonstrates the university has fulfilled the cost-sharing commitments that it made as a condition of receiving external sponsorship. The Office of Research Administration is responsible for providing cost-sharing reports to sponsors when required by the sponsor. In order to do so, departments must provide the necessary information on the Cost Sharing Authorization Form at the time of the award, and follow the accounting procedures described in the previous sections of this policy. In addition, during the financial closeout of a sponsored project, cost-sharing commitments will be reviewed by the Office of Research Administration.

2005/06 HOLIDAY SCHEDULE
Proposed

<u>HOLIDAY</u>	<u>DATE</u>	<u>ACTION</u>
Independence Day	Monday, July 4, 2005	Closed
Labor Day	Monday, September 5, 2005	Closed
Columbus Day (earn comp time)	Monday, October 10, 2005	Open
Veteran's Day (earn comp time)	Friday, November 11, 2005	Open
Thanksgiving	Thursday, November 24, 2005	Closed
Use comp time/annual leave	Friday, November 25, 2005	Closed
Christmas Day	Sunday, December 25, 2005	Closed
Christmas Day (Observed)	Monday, December 26, 2005	Closed
Use comp time*	Tuesday, December 27, 2005	Closed
Use comp time*	Wednesday, December 28, 2005	Closed
Use comp time/annual leave*	Thursday, December 29, 2005	Closed
Use comp time/annual leave*	Friday, December 30, 2005	Closed
New Year's Day	Sunday, January 1, 2006	Closed
New Year's Day (Observed earn comp time)	Monday, January 2, 2006	<u>Open</u>
Martin Luther King, Jr./ Idaho Human Rights Day	Monday, January 16, 2006	Closed
President's Day	Monday, February 20, 2006	Closed
Memorial Day	Monday, May 29, 2006	Closed

All employees will be required to work Columbus Day, Veteran's Day and Monday January 2, 2006. The majority of classified employees will earn 36 hours of compensatory time for working these three days. Professional staff and exempt classified employees will have 24 hours for working these three holidays.

Classified staff will be required to use any unused compensatory time and comp time earned on January 2, 2006 for November 25th, December 27th, December 28th, December 29th, and December 30th, 2005. Employees with insufficient or no compensatory time will be requested to use annual leave for these four days. **Professional staff** will use annual leave for December 29th and December 30th, 2005. Departments who must have employees working on the above mentioned dates should request prior approval from the President, Provost or appropriate Vice President.

*Dec. 27th - Classified and Professional Staff – comp time (Columbus/Vet's Day)

*Dec. 28th - Classified Staff– comp time (Columbus/Vet's Day)
Professional Staff - comp time (Jan. 2, 2006)

*Dec. 29th - Classified Staff – comp time (Jan. 2, 2006)
Professional Staff – annual leave

*Dec. 30th - Classified Staff– 4 hours comp time (Jan. 2nd) and 4 hours annual leave
Professional Staff – 8 hours annual leave

Boise State University
Summer Schedule Business Hours

As the University responds to the growing demands typical of a major metropolitan institution, it has become necessary to return to regular business hours during the summer. Therefore, all offices will be open from 8:00 a.m. – 5:00 p.m. Monday through Friday. However, department directors will continue to have available the ability to schedule employees' work hours within a flexible schedule and we encourage you do so whenever feasible.

Please contact Human Resource Services if you have any questions.