

Addendum F Off-Campus Certification Form

Project Title _____

SU Lead Principal Investigator/Director _____

The University has negotiated both an on- and off- campus indirect rate. Most sponsored projects will be considered on-campus. The classification of on- or off-campus is made solely for the purpose of applying the correct Facilities & Administrative (indirect cost) rate. This form must be completed and on file prior to utilizing the off-campus rate in a proposal budget or with received external funding.

“Off-campus” is defined as space not owned by the University and not otherwise paid for by the University from University funds. For space used for off-campus projects, an external source (typically, a research sponsor) provides funding, either paying directly for space, or reimbursing the University for its costs in renting or leasing the space, or otherwise directly providing space for research at no charge to the University. Accordingly, the Facilities portion of the on-campus F&A rate does not apply to the rental or lease costs of such space.

To qualify for the off-campus IDC rate, more than 50% of the effort related to the project salaries and wages must be conducted in the off-campus space. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. OSP will make the final determination.

Performance at the off-campus project site must be on a continuous basis and of sufficient duration, normally the period of performance of the sponsored agreement. Intermittent performance is not sufficient. *Note that convenience, telecommuting, conferences, and summer travel are not justifications for the off-campus determination.*

To request using the off-campus rate, please answer the following questions:

1. Where is the location(s) of the off-campus work site(s)?

2. Who funds and/or maintains the off-campus work site(s)?

3. Is the proposed effort of any SU personnel working off-campus greater than the proposed effort of those working on-campus (if applicable)?

Yes No

4. Are the total direct costs incurred off-campus greater than those incurred on-campus?

Yes No

5. Please describe the work to be conducted at the off-campus work site(s):

For OSP Use Only

Approved for off-campus
federally negotiated IDC rate?

Yes No

OSP Notes