

Best Practices

Please remember to practice the following when submitting & managing proposals, agreement and awards.

Submitting proposals - HAVE A CONVERSATION!!!

BEST PRACTICES: Start the UFIRST Proposal smartforms and send to your Grant Administrator 2 weeks in advance of the Sponsor's deadline. 3 weeks in advance if the proposal has subcontracts, collaborators, and/or cost sharing.

Need help with submission & UFIRST

BEST PRACTICES: Contact your UNIT GRANT ADMINISTRATOR, who is also your FIRST POINT of CONTACT. If he or she is not available contact the RESEARCH ADMINISTRATOR associated with your unit.

Questions regarding PROPOSAL SUBMISSION DETAILS, COST SHARE, INDIRECT COST

BEST PRACTICE: Contact your UNIT GRANT ADMINISTRATOR, who is also your FIRST POINT of CONTACT. If he or she is not available contact the RESEARCH ADMINISTRATOR associated with your unit.

UNIT	UNIT GRANT ADMINISTRATORS <i>First Point of Contact</i>	RESEARCH ADMINISTRATORS
Dean's Office	Shelby Cruger/Olivia Facundo	
Historic Preservation	Clarissa Carr	Shelby Cruger
FIBER	Keila Silva	
Architecture	Caroline Welch, Shelby Cruger	Shelby Cruger
Interior Design	Michelle Matckie	
URP & SLAP	Deborah Rhoden	
GeoPlan	Nelda Schneider	
Construction Management	Keenya Solomon, Shelby Cruger	Shelby Cruger
Shimberg Center	Evelyn Cairnes	

Design Construction & Planning Faculty Research Handbook

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The policy notes that each Director would sign off, this is intended to be the Director or Chair of the unit's, however for those faculty members under the centers both the center directors and unit directors would sign off.

6) Does this policy apply to contracts and IPA?

The terms of the contracts and IPA and budgets would most likely need to be reviewed and discussed prior to preparing the proposed plan.

7) I think it is better to have a college-wide policy on this. The savings from the redistribution of faculty salary from state to grant funds will be available for the faculty member's use.

The policy is a college-wide policy; however, each unit manages its state allocated budgeted dollars. Since the savings would be generated on the unit level, the decision was made to have it managed on that level. Just like with the overall budget, the college will maintain oversight.

8) We need to use it to cover graduate assistantships as well.

Graduate Assistants are covered OPS, as long as the expenditures are research based this would be acceptable.

9) These savings should function as a rainy day funds, the expenditure time should be longer than 2 years. May be 5 years.

The salary savings aren't designed to be used for long term savings. The purpose is to assist with immediate research expenses. The college feels that unrestricted funds are best used as rainy day funds and can serve as more of long term purpose. Also, we are required to limit the amount of state funds that we carry over from year to year, as they are more vulnerable to budget cuts and more restricted in their usage.

10) Course Buy Out of 1/8 (12.5%) is a bit high for senior faculty, much higher than the instructor replacement cost. I would suggest allow the faculty to find its own replacement instructor to teach the course and pay for the instruction cost.

While your concerns are understood, the purpose of the policy is to have uniformity across the college. The goal is to maintain equity across all faculty ranks in terms of the proportion of salary charged rather than the amount.

Q&A's to DCP Faculty Salary Savings & Course Buyout Policy

- 1) What a 9-month faculty is already teaching both summer sessions in addition to the regular academic year – does this process still pertain to them? Would they then get this as an overload?

This policy would only affect the 9-month academic term. Summer appointments are not a part of the normal 9-month academic term so that would be separate from this policy. No, the policy is not designed to provide overload as an option.

- 2) Do you want to suggest that this discussion should occur prior to the proposal being submitted, so there isn't any misunderstanding later?

It is never too early to start the discussion. I think the earlier the better. This will allow you and your Director or Chair time to work out the details of the plan.

- 3) If this expense is Travel, aren't meals allowed? Or is this something different?

Travel for meals is reimbursed with your Expense Reports, so yes this is different. The "no food expenditures allowed" would be apply to food purchased outside of travel. For example, ordering or reimbursing an employee to cover food purchased for a workshop or luncheon.

- 4) Could there be a form put together for this, so it's easier to fill out? Since you say "expected savings and proposed expenditures, then are you suggesting this plan occur before the proposal is submitted? Not clear when this plan has to be submitted.

Yes, I could work with the office managers to draft a form. Again the earlier you start the discussion with your Director or Chair the better, but a plan can't be finalized until the award is received. So it would definitely need to be submitted once you are notified that you have been awarded. The final plan must be approved by the Director or Chair and then reviewed by the college before implementation.

- 5) For faculty under centers, would the center director be the person who discusses and approves the plans?

College Proposal Policy

University and Office of Research Policies

The University of Florida requires approvals for ALL proposals, supplemental funding, progress reports with detailed budgets or other sponsored projected in UFIRST, the University's proposal and award management system, prior to submission to Sponsor.

Division of Sponsored Programs (DSP) Deadline Policy - the Office of Research requires that all submit-ready proposals must be sent to DSP by 9 a.m. **one (1) business day** prior to the Sponsor's published submission deadline.

Per DSP, this policy will be strictly enforced and in the absence of extenuating circumstances, **any proposal submitted after this internal deadline will not be submitted by the university to the sponsor.**

DCP Policy

To facilitate policy compliance, faculty members, who are submitting the proposal must start the UFIRST proposal smartforms. If you have general questions or need assistance, please complete the form **DCP Proposal Form**. It is essential that the faculty submitter allow ample time to discuss all cost share commitments with their chair or director before advancing the proposal. Note that the unit head may not be able to support all requests for cost sharing.

Adherence to these internal deadlines will help facilitate the accurate and timely submission of proposals in compliance with the policies and procedures set by the University and DSP.

Unit Grant Administrators will serve as the first point of contact for all pre and post award needs. The assigned Dean's Office Research Administrators are available to assist each unit Grant Administrators. A list of Unit Grant Administrators and Research Administrators are provided on page 38 of this handbook.

Principal Investigator Eligibility

It is University Policy that any individuals who hold one of the following UF positions and have signed the Patents and Copyright Agreement can be a Principal Investigator (PI) and submit proposals for external funding:

A. Faculty in Tenure Accruing Tracks

- Professor, Assistant Professor, Associate Professor
- Curator, Assistant Curator, Associate Curator
- Librarian, Assistant Librarian, Associate Librarian
- Graduate Research Professor
- Distinguished Service Professor
- Distinguished Research Curator
- Eminent Scholar

B. Faculty in Non-Tenure Accruing Tracks

- Scientist, Assistant Scientist, Associate Scientist
- Scholar, Assistant Scholar, Associate Scholar
- Engineer, Assistant Engineer, Associate Engineer
- Research Professor, Assistant Research Professor, Associate Research Professor
- Extension Scientist, Assistant Extension Scientist, Associate Extension Scientist
- Clinical Professor, Clinical Assistant Professor, Clinical Associate Professor

C. Other University Faculty and Personnel

- Professor, Assistant Professor, Associate Professor at P.K. Yonge Developmental Research School
- Instructor at P.K. Yonge Developmental Research School
- IFAS County Extension Faculty
- Lecturer, Senior Lecturer, and Master Lecturer
- Chief of Police

D. Emeritus Appointees

Each unit shall decide if Emeritus appointees will be allowed to submit proposals. If yes, the Emeritus Professor must have an active job in PeopleSoft HR (generally courtesy faculty). Once this job is active, the chair must still request PI eligibility per the section titled "PI Ineligible Positions to Submit Proposals" below.

DSP: The Principal Investigator (PI) is required to commit some effort on all sponsored projects per UF's policy. It is expected that the PI has a minimum commitment of effort (1-2%) to the project during each reporting period either charged as direct cost or cost shared. Note that this is not required to be communicated to the sponsor on the budget but will be required in UFIRST.

Things to take into consideration:

- Research percentage
 - Per your department, based on Faculty Assignment Report (FAR) – What percentage is allowed?
 - What other grants have you committed time to?
- Grant
 - Start & End dates
 - Amount budgeted each year for salary
 - Is course buyout allowed
- Term
 - How many pay periods per term
- Salary + Fringe amounts
 - Increases in salary
 - Fringe benefit changes
- Salary Savings & Course buyout memo
 - Submit in advance
 - Stick to approved salary saving plan
- Summer Salary
 - HR personnel can adjust your FTE in the term you want to get paid based on the amount you are

Difference Between Course Buyout & Salary Savings

Course Buyout:

A faculty can choose to buy out from teaching a course at a minimum of 12.50% of their academic salary by charging their salary to any unrestricted funding (misc./overhead account) they have (as long as it allows for faculty salary). Grants are not considered unrestricted funds but this is okay if you are using it to work on that specific grant during that specific time period. It is at the department's discretion how the funds are utilized under the Faculty Buyout including hiring an adjunct to cover the courses or other needs of the department. A faculty member may request a course buyout, however the Unit's Director/Chair must receive the request at least one semester in advance of the requested course buyout. Keep in mind that you are really just freeing time but will not have funds for later use.

Salary Savings:

A faculty can choose to use salary savings by charging a portion of what would be charged to state funding during the academic year to their grant (workload vs. research percent is dependent on department – use FAR for guideline). The money you “save” from state funding can be used at a later time by the faculty member for research related things (salary, GA, travel, Equipment, supplies etc.) trying to stick to the “approved” salary savings plan that was submitted to the department. These funds will need to be used by the end of the fiscal year in which the savings occurred or it will be placed in carry forward account to be used by the end of the following fiscal year in which the savings occurred. A faculty member requesting salary savings must submit a plan that outlines the expected savings and proposed research expenditures to the Unit's Director/Chair for approval at the beginning of the term or as soon as the grant is awarded.

Difference: with salary savings the money you “save” can be used at a later time by the faculty member for research related and with a course buyout you are really just freeing time to spend on a specific grant and/or research related purposes.

E. New Hires

New faculty hires with a PI eligible position will automatically be loaded into UFIRST as soon as they have an active job in PeopleSoft HR. It is strongly recommended that for any faculty member who has accepted a faculty position at UF the unit have a UF job entry made as soon as possible. If only a temporary courtesy faculty appointment is created, when a UFIRST proposal is created, follow the steps below for “Use UFIRST to Request PI Eligibility”. Simply indicating the hire date and title is sufficient for DSP to consider and review the request.

PI Ineligible Positions to Submit Proposals

Individuals in the following categories are not eligible to be a Principal Investigator (PI) unless they have a UF eligible PI serve as Co-Principal Investigator (internally or as part of the formal grant application) and has written approval from the Unit (Chair and Director and Dean) and finally DSP.

A. Ineligible Positions

- Visiting Faculty
- Assistant In, Associate In, Senior Associate In
- Adjunct Faculty
- Research Associates
- Courtesy Faculty
- Postdoctoral Employees
- OPS Faculty
- Graduate Students
- Non-Faculty

Use UFIRST to Request PI Eligibility for Non-Eligible Positions:

To request DSP approval:

- Within the UFIRST Proposal for which the request is made, click on the left side menu item called “ad hoc review”. An pop up box will open for details to be entered.
- The request should be addressed to DSP's Director, Stephanie Gray.
- The request should be specific to a project and contain information about the qualifications and capabilities of the individual that would allow the person to perform the duties of a PI.
- Include in the request the name of the individual with PI eligibility that will act as Co-PI on the project and assume the PI role in case the approved PI cannot fulfill the responsibilities.
- All correspondence indicating Chair or Director and Associate Dean approval must be attached.

Pre-Proposals, LOI & White Papers

Depending on the information being presented or requested by a sponsor will determine if a Pre-proposal, Letter of Intent (LOI) or White Paper needs to be routed through UFIRST, e-mailed to the Division of Sponsored Programs, or submitted directly by the PI. Below is DSP’s matrix to assist units in choosing the correct routing process.

Notes: Institutional Signature means a signature from the Division of Sponsored Programs (this includes DSP submission in sponsor electronic systems such as Fastlane). Budget detail

	Yes budget detail provided or cost sharing	No budget detail provided
Yes - Institutional Signature Required	Route through UFIRST proposals	PI submits to DSP at ufproposals@ufl.edu
No - Institutional Signature Required	Route through UFIRST proposals	PI submits directly to sponsor

means a line item budget or categorical breakdown. It does not include lump sum or a total dollar amount being provided or submitting to a program with a stated cap amount and no detailed budget is being provided.

Contact Information:

Division of Sponsored Programs (DSP)
University of Florida
219 Grinter Hall
352-392-3516
Website: www.research.ufl.edu

Please sign and date below to confirm your agreement to this arrangement.

I agree to this salary savings plan for Faculty Name for the following Terms: List Terms & Year

Dept. Head/Director’s Signature (NAME) Kutonya Sowell

COURSE BUYOUT TERM & YR

Per DCP Policy, I am requesting a course buyout for 1 course in the Department Name Department in TERM & YR. Funds to cover the 12.5% of my academic salary and fringe totaling \$000.00 are available from my Sponsor Name and Title. This will allow me to better meet my individual research obligations under the terms of the grant. The grant officially began/starts 1/1/0000. If this request is approved, I will maintain all other normal service and graduate student advising commitments during the course buyout.

Please sign and date below to confirm your agreement to this arrangement.

Dept. Head/Director’s Signature (NAME) Kutonya Sowell

Faculty Salary Savings Course Buyout Memo

TO: Dept. Head Name, Kutonya Sowell
 FROM: Faculty Name
 DATE: 1/1/2000
 CC: Business Manager Name, I
 SUBJECT: FACULTY SALARY SAVING FOR: TERM & YEAR
 COURSE BUY-OUT for TERM & YEAR

SALARY SAVINGS

I am writing to request approval to save a portion of my TERMS & Years salary that matches my faculty assignment report for the 19/20 and 20/21 academic years. In my faculty assignment report, I have allocated approximately 10.084% of my time towards my Sponsor Name and Title during the semesters listed above. This translates into a salary savings of approximately \$00000.00 for one research project. I am requesting that this salary savings be used in the following manner:

- I should be paid approximately \$00000.00 (amount includes salary and fringe) during Term and Year on the state account

The following accounts should be charged to come up with the approximately \$00000.00 salary savings:

Project Number	Title	Amount
Enter Project #	Enter Title of Project	Enter Amt of savings
P000000	TITLE	\$00000.00
		\$00000.00

DSP Frequently Used Facts

Legal Name and Address:	University of Florida Board of Trustees Division of Sponsored Programs 207 Grinter Hall P.O. Box 115500 Gainesville, FL 32611-5500 Phone: (352) 392-9267 Email: ufawards@ufl.edu
Type of Institution:	The University of Florida Board of Trustees is a public educational institution exempt under Section 170(c)1 of the IRS code.
Federal Tax Identification Number (EIN or TIN):	59-6002052
DUNS Number:	969663814
UEI:	NNFQH1JAPEP3 (Effective 4/2022)
Cage Code:	5E687
SAM Registration:	Active 4/26/2023
Congressional District:	FL-003

NSF Awardee Organization Code:	0015354000
North American Industry Classification System Code (NAICS):	611310
ASAP Recipient ID#:	1213646 (UF Recipient ID) 12402200 (ASAP agency location code - NIFA)
Annual Report on Possible Research Misconduct:	Date Filed 3/24/2020
MyFloridaMarketPlace (MFMP): DSP's Registration Number	596002052-379
Signature Authority All Documents	Stephanie Gray, Assistant Vice President Kaden Canfield, Assistant Director Lisa Stroud, Assistant Director Tina Bottini, Assistant Director, College of Medicine-Jacksonville
Division of Sponsored Programs Authority to Accept and Execute Grants, Contracts, Donations, and other Research Related Agreements:	Florida Statute 1004.22

DCP Faculty Salary Savings and Course Buyout Policy

Salary Savings

The College recognizes that when state funded faculty are paid from externally funded research grants during the 9-month academic term appointment or 12-month annual appointment, it creates a salary savings. Only savings from the re-distribution of faculty salary from state to grant funds will be available for the faculty member's use.

The salary savings will be available to the faculty member in OPS or expense categories, unless it will be used to cover summer salary. All expenditures must be research based and must adhere to the state funding guidelines (i.e. no food expenditures allowed). These funds will need to be used by the end of the fiscal year in which the savings occurred or will be placed in carry forward to be used by the end of the following fiscal year in which the savings occurred.

A faculty member requesting salary savings must submit a plan that outlines the expected savings and proposed research expenditures to the Unit's Director/Chair for approval at the beginning of the term or as soon as the grant is awarded.

Final plan will be reviewed by College's Business Manager before implemented. Salary savings plan will be managed by the unit's Office Manager.

Course Buy Outs

A faculty member may request a course buyout, however the Unit's Director/Chair must receive the request at least one semester in advance of the requested course buyout. Decisions about course buyouts will be made on a case-by-case basis by each Director/Chair. It is expected that the minimum amount required to buy out of a course will be 1/8 (12.5%) of the faculty's academic year (9-month) salary.

Requests for approval should include the career plan, copies of annual evaluations, and the rationale for extension based on the need for additional skills or project completion, and the exit plan (leaving UF, assistance provided to search for new position, etc.). The request must be made no later than 6 months prior to the termination date of the original appointment.

Proposal Preparation

DSP Deadline Policy	Policy states Submit-Ready proposals must be submitted to the Division of Sponsored Programs by 9 a.m. one business day prior to the Sponsor’s published submission deadline to be considered on-time by DSP.
DCP Deadline Policy	To request assistance with proposals, please complete the Proposal Information Form and submit to your Grant Administrator two weeks in advance of sponsor deadline. Three weeks in advance if your proposal contains Cost Sharing and/or Subawards. Must be submitted 4 days prior to submission deadline. https://my.dcp.ufl.edu/ > Regulations and Policies > Administrative Policies > Research > DCP Proposal Information form
Graduate Assistants & Tuition	At UF, Graduate Research Assistant reasonable compensation for work performed is comprised of two components, salary and tuition remission. <ul style="list-style-type: none"> • 9 month GA appointment = 9 month of tuition • 12 month GA appointment = 12 month tuition <p>The tuition distribution should follow the same proportion as the students’ payroll in order to correctly math their effort.</p>

<p>Hiring Graduate Assistants</p>	<ul style="list-style-type: none"> • Your home department Office Manager will be your point of contact for hiring Graduate Assistants and OPS Student Assistants • When a graduate student is appointed as a Graduate Assistant, <u>the appointing department accepts responsibility for the student’s tuition</u> • Graduate students who are employed for and assigned tasks and responsibilities that are, or similar to tasks performed by Graduate Assistants should be appointed as Graduate Assistants. • It is permissible to employ graduate students in positions other than graduate assistantships, for example as student assistants. However, the assigned tasks for such position are clearly and explicitly distinct from those Graduate Assistants. See link below for those tasks. <p>Please see tab for Principles for the Employment of Graduate Students</p> <p><u>Principles for the Employment of Graduate Students at the University of Florida</u></p>
<p>Postdoc Salary Minimums</p>	<ul style="list-style-type: none"> • New postdoctoral appointments beginning on or after July 1, 2016 must have an associated salary of \$47,476 or more. Human Resource Services will not approve or process requests for new appointments with salaries below that level. <p><u>http://postdoc.aa.ufl.edu/resources/for-pis/</u></p>

Postdoctoral Associates Appointment Policy

University of Florida Postdoc Salary Minimums

New postdoctoral appointments beginning on or after July 1, 2016 must have an associated salary of \$47,476 or more. Human Resource Services will not approve or process requests for new appointments with salaries below that level.

Rationale:

Postdoctoral Associates fulfill an important role at the University of Florida, and come to the University in order to enhance their research skills and build their careers. Postdoctoral associates should not remain at the University in postdoctoral positions beyond this training period. [UF Regulation 7.019(a)(11)]

Policies:

1. Postdoctoral associates should be hired via an initial appointment of no more than 4 years.
2. Mentors and postdoctoral associates should create a career plan (or “Individual Development Plan”) that provides a path for skills development, sets career goals, provides metrics by which success of the plan can be measured, and outlines an exit strategy for the associate.
3. All postdoctoral associates should be evaluated annually by their supervisors.
4. At the end of the initial appointment, the postdoctoral associate may (a) leave UF or take a regular position; (b) apply for an extension of the postdoctoral position in the same laboratory (maximum of 2 additional years with thorough justification); or (c) apply to study in a different UF laboratory in order to gain additional skills (maximum of 2 additional years).
5. It should be made clear to the postdoctoral associate that at the end of a maximum of 6 years, there will be no further extensions of a postdoctoral appointment. Any subsequent UF employment must be through a normal search process for a regular position.

In order to extend a postdoctoral appointment beyond 4 years, approval of the Provost is required.

Examples of tasks that might be performed by Graduate Assistants

Teaching Assistants might be expected to:

- Lecture
- Lead discussion groups
- Prepare a syllabus
- Identify reading assignments
- Grade papers or assignments
- Distribute assignments
- Hold office hours for meeting with students
- Proctor examinations
- Prepare class materials, presentations, visual aids
- Take attendance, record questions and responses in class
- Record lectures

Research Assistants might be expected to:

- Conduct laboratory procedures
- Observe or interview research subjects
- Collect, Record, review, or confirm data; manage existing data
- Analyze or summarize data (including statistical analysis)
- Write reports, draft articles, prepare poster presentations
- Review related scientific literature
- Design experiments
- Co-author research papers, prepare or edit research papers/manuscripts

Examples of tasks that might be performed by student assistants

Student Assistants or other student appointees might be assigned to:

- Office tasks such as photocopying or clerical activities, errands
- Episodic tasks of brief duration
- Scheduling, telephone coverage
- Department website support/routine support of laboratory activities
- Recordkeeping, database updating/management
- Events
- Supervisory roles in residence halls
- Food service activities

Cost Sharing

- The portion of the total costs of a sponsored project paid for by the University or third party, rather than the agency
- It is the policy of the University that only mandatory cost sharing is offered to sponsors. Mandatory cost sharing is usually defined by law, statute, and sponsor regulations or written in the guidelines.
- The PI and the department must work with the Chair and Dean to obtain all necessary approvals for the proposed cost sharing prior to submission.

F&A Rates

Project budgets should include all costs required to accomplish the objectives in the proposal or agreement. These costs are itemized as either:

- Direct costs (salary, fringe benefits, supplies, travel, etc.)
- Facilities and Administrative (F&A) costs incurred for sponsored programs administration and compliance, purchasing, accounting, library services, and building custodial services, depreciation, and utilities.

F&A costs cannot easily be allocated to individual projects, therefore sponsors require that they are budgeted and collected as a percentage of a project's direct cost. When developing a contract or grant budget, use the appropriate rate below.

Negotiated Rates:				
Sponsor	Type of Project Activity/Contract	Rate on MTDC		Base
		On-campus	Off-campus	
	Research	52.5%	26%	MTDC
Sponsors without a pre-approved exemption (below)	IFAS AREC ¹ – Research activities	34.1%	26%	MTDC
	Other Sponsored Activity	32.6%	26%	MTDC
	Instruction	47.5%	26%	MTDC
Department of Defense Contracts	Research Contract or Subcontract	54.5%	28%	MTDC

When a graduate student is appointed as a Graduate Assistant, the appointing department accepts responsibility for the student's tuition. Tuition may be paid by means of tuition waiver authority, or by means of a transaction within the University's fiscal management systems.

In addition to University expectations, Graduate Assistant appointments are significantly governed by a [Collective Bargaining Agreement between the University of Florida Board of Trustees and Graduate Assistants United](#), the duly certified representative of Graduate Assistants.

In part as a reflection of that agreement, and recognizing the valuable contribution of an assistantship to their professional development, graduate students who are employed for and assigned tasks and responsibilities that are, or are similar to tasks performed by Graduate Assistants should be appointed as Graduate Assistants, following the University's appointment procedures, as described at: <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/the-appointment-hiring-process/#fellows>

In some circumstances, it is permissible to employ graduate students in positions other than graduate assistantships, for example as student assistants. It is not unusual for graduate students to be employed as temporary or part-time staff in the University's various food service operations, in the residence halls, to serve as staff for campus events or facilities and the like. The assigned tasks for such positions are clearly and explicitly distinct from those of Graduate Assistants. Other situations in which graduate students may be employed as student assistants might include brief periods of employment (e.g., a few weeks) for specific, time-limited tasks. During academic terms (especially summer semesters) in which graduate students are not enrolled for credit-earning courses, they are not eligible to be appointed as Graduate Assistants, and the proposed employment is therefore not directly contributive to their graduate degree program requirements, so employment as a student assistant or OPS hourly employee may be an option. In a small number of cases, duly appointed Graduate Assistants may accept employment in a second position that is not an assistantship, such as being hired to perform clerical work in a Department.

The University has Human Resources policies in place to manage graduate student employment in a manner that aligns with the numerous federal and state regulations that apply to student employment, as well as the principles outlined here. Both the principles and the policies reflect the fundamental preference for graduate student employment that supports the student's graduate education...typically in the form of the Graduate Assistantship. Exceptions to the basic policies due to special circumstances must be thoroughly documented and the proposed appointment must be approved by the Graduate School through the [petitions](#) process.

More detail on the appointment of student employees other than Graduate Assistants is available from University of Florida Human Resources under Recruitment & Staffing, The Appointment/ Hiring Process, at <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/the-appointment-hiring-process/#fellows>

For convenience, a brief summary of tasks that may help distinguish the work of graduate assistants from that of student assistants is provided below. It is emphasized that this summary should be seen as a point of reference. It is not intended to be an exhaustive list.

Principles for the Employment of Graduate Students at the University of Florida

The University of Florida, like other major research institutions, employs several thousand graduate students at any given time. In circumstances where the employment is directly contributive to the student's graduate degree program or professional development, the preferred form of this employment is the graduate assistantship.

In keeping with longstanding traditions in graduate education, graduate assistantships have multiple functions. Appointment as a Graduate Assistant is intended to:

- (a) Provide paid employment (and hence financial support) for the student involved;
- (b) Be an integral part of the graduate student's academic program, such that the employment supports progress toward the degree, and/or provides professionally relevant experience that will strengthen the student's subsequent career development; and
- (c) Support the employing department's human resources needs in pursuit of its academic mission.

To achieve the second element, a graduate assistantship may provide valuable university-level teaching experience that takes place within the context of a teaching assistantship. When the appointment is to a research assistantship, it may provide research experience relevant to general scientific knowledge and method or specific to a student's thesis/dissertation project.

Due to the close connection between the assistantship appointment and the student's academic program, all Graduate Assistants must be properly enrolled graduate students in good academic standing, and they must be registered for the requisite minimum number of credit hours during the period(s) of their appointment as Graduate Assistants. The registration information can be found at the following link: <http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration>

To be eligible for a tuition waiver, a graduate assistant must be appointed at .25 FTE or greater. While appointments at one-quarter (.25) time or one-third (.33) time fit well in some departments, the preferred appointment is at .50 FTE. Appointments exceeding .50 FTE are unusual because that level of commitment to the employee role would normally impede progress toward the degree objective. Academic Units contemplating the appointment of a Graduate Assistant at an FTE less than .25 are cautioned that such appointments will be viewed as exceptions to normal practice, will require justification on a case-by-case basis and will require the additional endorsement of the Graduate School, through the [petition](#) process.

Graduate Assistants may be appointed for a semester, an academic year or a calendar year. Those appointed for an academic year may or may not be offered appointments as Graduate Assistants during the summer semester.

Graduate Assistants are contracted exempt employees who are compensated by salary. This is distinct from student assistants, who are hourly employees, and thus may work and be paid on an "as needed" basis.

F&A Bases (MTDC& TDC)

Base: The F&A rate is applied to a base of direct costs in order to determine the F&A cost which can be calculated in one of the following ways:

- TDC base = Total Direct Costs. All direct costs are included. There are no exclusions or modifiers. $F\&A \text{ cost} = TDC \text{ base} \times F\&A \text{ rate}$.
- MTDC base = Modified Total Direct Costs. TDC minus equipment, patient care, tuition, participant support costs, rental costs of off-site facilities, scholarships, fellowships, and the portion of each subaward in excess of \$25,000. $F\&A \text{ cost} = MTDC \text{ base} \times F\&A \text{ rate}$.
- TFFA base = Total Federal Funds Awarded. For USDA or various other sponsor proposals, the F&A is considered to be on the full amount of the award, which is actually calculated using TDC

If the solicitation specifies a rate other than the federally negotiated rate, unless otherwise indicated TDC should be used as the F&A base.

Other Sponsored Activity (OSA): According to 2 CFR 200, Appendix III, Section A.1.c, Other Sponsored Activity means "programs and projects financed by federal and non-federal agencies and organizations which involve the performance of work other than instruction and organized research." At UF, this includes, but is not limited to IFAS Extension Activities, IFAS SPAs, and some [Federal Clinical Trials](#). Visit [Other Sponsored Activities](#) for further clarification and examples.

Other Sponsored Activities includes programs and projects that involve the performance of work other than instruction and organized research. This includes:

- Public service projects, such as sponsored health and/or community service projects, legal clinics and public information services
- Symposia, workshops, seminars and conferences that DO NOT meet guidelines for instruction, research training, or research
- Support for public events
- Extension services
- Field trials for community members and the public that DO NOT meet guidelines for sponsored research.
- Contracts where a unit provides a routine service as part of its normal business operations (designed for auxiliaries only) and not simply for testing services.

To calculate the TFFA, use the following TDC examples:

- 15% TFFA is equivalent to 17.647% TDC
- 22% TFFA is equivalent to 28.20513% TDC
- 30% TFFA is equivalent to 42.857% TDC

How does 30% of TFFA equate to 42.857% of TDC?

The Request for Application (RFA) limits indirect cost reimbursement to 30 percent of TFFA which is equivalent to 42.857 percent of the TDC. How does 30% of TFFA equate to 42.857% of TDC?

You can convert 30% of Total Federal Funds Awarded (TFFA) to Total Direct Costs (TDC) as follows:

Allowable indirect costs = 0.30 TFFA

Direct costs = 0.70 TFFA

$0.30 \text{ TFFA} / 0.70 \text{ TFFA} = 42.8571\%$

Please note that for preparing budgets for USDA grants, the recovery of indirect costs is limited to the lesser of the institution's official negotiated indirect cost rate or the equivalent of the appropriate TFFA.

To figure out which rate to charge, you will need to calculate both and use the lesser of the two. If there are no exclusions (i.e. equipment, tuition, subcontract amounts greater than 25k), the TFFA is usually going to be less than the University's federally negotiated rate. If you have significant exclusions in your budget, it is likely that the University's federally negotiated rate will be less. The only way to know is to calculate the budget both ways and use the amount.

***Only ONE rate may be applied to each award. The rate will be determined by how the majority of activity is performed under the project (i.e. off-campus, in an REC, or for a particular activity – Research, Other Sponsored Activity, or Instruction), and that rate will apply to the entire award.

FTE MATCH WITH STANDARD HOURS

FTE	HOURS	FTE	HOURS
1.00	40.00	0.50	20.00
0.99	39.60	0.49	19.60
0.98	39.20	0.48	19.20
0.97	38.80	0.47	18.80
0.96	38.40	0.46	18.40
0.95	38.00	0.45	18.00
0.94	37.60	0.44	17.60
0.93	37.20	0.43	17.20
0.92	36.80	0.42	16.80
0.91	36.40	0.41	16.40
0.90	36.00	0.40	16.00
0.89	35.60	0.39	15.60
0.88	35.20	0.38	15.20
0.87	34.80	0.37	14.80
0.86	34.40	0.36	14.40
0.85	34.00	0.35	14.00
0.84	33.60	0.34	13.60
0.83	33.20	0.33	13.20
0.82	32.80	0.32	12.80
0.81	32.40	0.31	12.40
0.80	32.00	0.30	12.00
0.79	31.60	0.29	11.60
0.78	31.20	0.28	11.20
0.77	30.80	0.27	10.80
0.76	30.40	0.26	10.40
0.75	30.00	0.25	10.00
0.74	29.60	0.24	9.60
0.73	29.20	0.23	9.20
0.72	28.80	0.22	8.80
0.71	28.40	0.21	8.40
0.70	28.00	0.20	8.00
0.69	27.60	0.19	7.60
0.68	27.20	0.18	7.20
0.67	26.80	0.17	6.80
0.66	26.40	0.16	6.40
0.65	26.00	0.15	6.00
0.64	25.60	0.14	5.60
0.63	25.20	0.13	5.20
0.62	24.80	0.12	4.80
0.61	24.40	0.11	4.40
0.60	24.00	0.10	4.00
0.59	23.60	0.09	3.60
0.58	23.20	0.08	3.20
0.57	22.80	0.07	2.80
0.56	22.40	0.06	2.40
0.55	22.00	0.05	2.00
0.54	21.60	0.04	1.60
0.53	21.20	0.03	1.20
0.52	20.80	0.02	0.80
0.51	20.40	0.01	0.40
		0.00	0.05*

*This is used for fellowships, PKY Supplements and ISCR Salary Plan

DCP Grant Tuition Rates for Proposals

Updated 12/1/2021

UF decided two years ago to start collecting lost revenue for out-of-state tuition being charged on grants. UF is raising tuition by 10% through the 23/24 AY and will raise it by 5% afterward, presumably until the entire out-of-state rate is reached (unless tuition rises). We were not sure how DCP's rate would increase since our tuition is already higher. Our original guestimates were high, and after two years of watching what our students were charged, we are pleased to adjust the proposal rates to lower tuition costs. This will be re-evaluated annually to be sure that we do not undercharge.

Term	Fall 2021	Spring 2022	Summer 2022	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$6,192.81	\$6,192.81	\$4,128.54	\$16,514.16
Per Credit hour:	\$688.09			

Term	Fall 2028	Spring 2029	Summer 2029	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$9,563.57	\$9,563.57	\$6,375.71	\$25,502.85
Per Credit hour:	\$1,062.62			

Term	Fall 2022	Spring 2023	Summer 2023	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$6,812.09	\$6,812.09	\$4,541.39	\$18,165.58
Per Credit hour:	\$756.90			

Term	Fall 2029	Spring 2030	Summer 2030	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$10,041.75	\$10,041.75	\$6,694.50	\$26,778.00
Per Credit hour:	\$1,115.75			

Term	Fall 2023	Spring 2024	Summer 2024	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$7,493.30	\$7,493.30	\$4,995.53	\$19,982.13
Per Credit hour:	\$832.59			

Term	Fall 2030	Spring 2031	Summer 2031	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$10,543.84	\$10,543.84	\$7,029.23	\$28,116.90
Per Credit hour:	\$1,171.54			

Term	Fall 2024	Spring 2025	Summer 2025	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$7,867.97	\$7,867.97	\$5,245.31	\$20,981.24
Per Credit hour:	\$874.22			

Term	Fall 2031	Spring 2032	Summer 2032	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$11,071.03	\$11,071.03	\$7,380.69	\$29,522.75
Per Credit hour:	\$1,230.11			

Term	Fall 2025	Spring 2026	Summer 2026	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$8,261.37	\$8,261.37	\$5,507.58	\$22,030.32
Per Credit hour:	\$917.93			

If UF does not increase tuition - it may not go up as shown below.

Term	Fall 2032	Spring 2033	Summer 2033	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$11,624.58	\$11,624.58	\$7,749.72	\$30,998.88
Per Credit hour:	\$1,291.62			

Term	Fall 2026	Spring 2027	Summer 2027	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$8,674.44	\$8,674.44	\$5,782.96	\$23,131.84
Per Credit hour:	\$963.83			

Term	Fall 2033	Spring 2034	Summer 2034	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$12,205.81	\$12,205.81	\$8,137.21	\$32,548.82
Per Credit hour:	\$1,356.20			

Term	Fall 2027	Spring 2028	Summer 2028	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$9,108.16	\$9,108.16	\$6,072.11	\$24,288.43
Per Credit hour:	\$1,012.02			

Term	Fall 2034	Spring 2035	Summer 2035	TOTAL
Credit Hours	9	9	6	24
Tuition:	\$12,816.10	\$12,816.10	\$8,544.07	\$34,176.27
Per Credit hour:	\$1,424.01			

Off-Campus

The off-campus rate should be applied if the activity is conducted in any buildings that are not owned and maintained by UF and which rent is directly allocated to the project. Off-campus F&A can only be charged to projects where rent (which may be in the form of janitorial services, building maintenance, etc.) is **directly charged to the project.**

Travel costs, field work and Institute of Food and Agricultural Sciences Research & Education Centers do not qualify for the off campus rate.

Exceptions under F&A Procedures & Directives section 2.3

For certain sponsors the University will accept the rates at or above those listed below without any additional documentation.

Sponsor	Type of Activity	Rate on TDC Base
Government Entities within the state of Florida including Florida State Agencies ¹	Any	10%
State of Florida Water Management Districts	Any	25%
Non-Profit Grower/Producer Associations or Foundations	Any	12%
Industry	Clinical Trials ²	30% (effective 1 May 2018)
Industry	IFAS Faculty Service Projects	15%
Miscellaneous Donations	All Activities	0%

¹ In cases where UF faculty are authoring proposals with the government entity for third party funding, the federal rates apply. The intent of this rate is for money that the government entity receives through Florida Legislature appropriation, county taxation, or other operating funds. If the Florida entity's solicitation allows for recovery of greater than 10%, the allowable rate should be included in the proposal. For the purposes of F&A rate application, SUS Universities are NOT Florida State Agencies.

Graduate Assistant Minimum Salaries

Effective January 1, 2022

9-Month appointments (19.5 biweekly periods)

FTE	Hours	Annual	Bi-Weekly
1.0	40	\$34,000	\$1,743.59
.50	20	\$17,000	\$871.79
.33	13.20	\$11,220	\$575.38
.25	10	\$8,500	\$435.90

12-month Appointments (26.1 biweekly periods)

FTE	Hours	Annual	Bi-Weekly
1.0	40	\$45,507.70	\$1,743.59
.50	20	\$22,753.85	\$871.80
.33	13.20	\$15,017.54	\$575.38
.25	10	\$11,376.93	\$435.90

Tuition – *If hiring a GA tuition must be covered.* DCP pays 9 credit hours for fall, 9 credit hours for spring, and 6 credit hours for summer

Note: *If no tuition is budgeted, then a justification under comments must be added indicating where tuition will be paid from.*

Types of Cost Sharing

Mandatory cost sharing is required by statute or as condition of a specific solicitation/program announcement. It will normally appear in the award document from the sponsor. Mandatory cost sharing expenditures are tracked and documented and will be reported back to the sponsors in a Financial Report.

Voluntary committed cost sharing is created if a proposal budget or budget justification specifically includes cost sharing where none was required. If funded, the PI and the University are “committed” to provide the project with the indicated support. Voluntary committed cost sharing expenditures are not normally reported back to the sponsors, however, it is still required the University track and document these costs as they are subject to audit.

Voluntary uncommitted cost sharing represents contributions to a sponsored project made after the award is received. For example, the PI decides to spend more time on the funded project than proposed and not charge the sponsor for the increased effort. Uncommitted cost sharing is not planned and is not accounted in the UF cost sharing system.

National Science Foundation Cost Sharing Policy

The National Science Foundation prohibits voluntary cost sharing. If a Principal Investigator includes any voluntary cost sharing in a proposal being submitted to the NSF the investigator runs the risk that the proposal will be returned without review or declined. NSF only allows mandatory cost sharing when required by the NSF Program Announcement.

<http://research.ufl.edu/dsp/proposals/budgeting/cost-sharing.html>

.²For clinical studies using animal subjects, the appropriate federal negotiated rates are used, most common being on campus research. See details on definitions of clinical trials and allowability in section 3 at: <http://generalcounsel.ufl.edu/media/generalcounselufl.edu/documents/F&A-Cost-Directives.pdf>.

Fringe Benefits

When budgeting fringe benefits in grant and contract proposals use the rate for the appropriate salary admin plan listed below. UF's fringe rates are approved annually by U.S. Department of Health and Human Services.

FY23 (7/1/22– 6/30/23) Fringe Rates:

All proposals should use the FY22 fringe rates when building budgets. These rates will be charged effective July 1, 2021, regardless of what rate was used at time of proposal submission.

Salary Plan	FY22 Rates (7/1/22 – 6/30/23)
Faculty (9-, 10-, and 12-month)	31.0%
COM Clinical Faculty	19.6%
COM Regional Physicians	19.6%
Exempt TEAM/USPS	41.6%
Non-Exempt TEAMS/USPS	54.8%
Housestaff/Clinical Post Docs (CPFI)	21.8%
Graduate Assistants/Reg Post Docs (FAPD)	12.4%
Student OPS/Federal Work Study	1.3%
Other OPS/Temporary Faculty	7.2%

The UFIRST-Proposal budgeting system will calculate the fringe automatically, using the most current rates in effect at the time of proposal development. See UF's Human Resource Services for [a complete detail of Salary Plans, Current and Historical Fringe Rates.](#)

Cost Share Policy

It is the policy of the University that only mandatory cost sharing is offered to sponsors. Mandatory cost sharing requirements are usually defined by law, statute, sponsor regulations, or written in the application guidelines for a specific program. When there is mandatory cost sharing a copy of the request for proposal (RFP), regulations or guidelines must be submitted with the proposal.

This cost sharing policy does not preclude exceptions that allows voluntary committed cost sharing be offered that is judged to be appropriate under certain circumstances to leverage a project. Consistent with the [Uniform Guidance \(2 CFR 200.99 and 200.306\)](#), Voluntary committed cost sharing means cost sharing specifically pledged (quantifiable amount of resources) on a voluntary basis in the proposal's budget or budget justification. Commitments made in other sections of the proposal, including but not limited to, Institutional Environment & Commitment, Facilities and Resources, Other Support, and Letters of Support, do not meet the definition of Voluntary Committed Cost Sharing. However, the University STRONGLY suggests not committing any resources outside the budget as it can be brought in as cost sharing at the Sponsor's discretion.

All cost sharing, except over any salary cap, must be approved by the appropriate business official with authority to commit funds on behalf of the unit covering the cost. This individual is known in UFIRST as the Unit Fiscal Authority (UFA). To facilitate cost sharing approvals the [UFIRST – Proposal SmartForm](#) has electronic routing capability that collects the required responsible units approval on all cost sharing, except over the salary cap, which does not require approval.

Cost sharing contributions must meet all of the following criteria:

1. Are verifiable from the University's accounting records;
2. Are necessary and reasonable for accomplishment of project or program objectives;
3. Are allowable under 2 CFR 200 Subpart E—Cost Principles;
4. Are not included as contributions for any other sponsored award; and
5. Are not deriving from another sponsored award, except where the Sponsor specifically allows.

- A budget and budget justification for the subrecipient’s portion of the project. The budget and budget justification should provide sufficient detail regarding the proposed expenses for the subaward. Some sponsors require the subaward budget and justification on the Sponsor’s forms.

When required by the Sponsor, Subrecipients may need to provide additional information, such as:

- Biographical Sketches of Key Personnel
- Current and Pending Support of Key Personnel
- Representations and Certifications
- Negotiated Facilities and Administrative Cost Agreement

Consultants

Consultants differ from Consortiums/Subawards in that Consultants provide advice, but should not be making decisions for the direction of the research. Typically, consultants will charge a fixed fully burdened rate for their services (i.e. \$250/hour)

Consultant services are budgeted as a direct charge in the “Other” category.

Consultant Services need to be justified in the budget narrative. Investigators are advised to explain in the narrative that the specific expertise either does not exist on campus or is not readily available.

Notes:

- **UF faculty may not be paid as consultants from UF sponsored projects.** UF faculty devoting time to a sponsored project should be budgeted for in the personnel line with the appropriate amount salary and fringe corresponding to the effort devoted to the project.
- Intra-UF consulting undertaken by and between faculty is a University of Florida expectation for collaborations to occur without additional compensation.
- Federal employees may not be paid from grant funds.

Subaward v. Contractor/Consultant

Proper attention should be paid to the relationship. There are many ways to work with third parties. An outline of the factors in the determination in the relationship are listed below. [NOTE: Contractors and Consultants are charged F&A on the full amount of the contract; subawards greater than \\$25,000 are excluded from the F&A base when using an MTDC base.](#)

Subaward	Contractor/Consultant
Uses funds to carry out a programmatic segment for public purpose	Goods and Services provided within normal business operations
Responsible for programmatic decision making	Performs tasks as assigned and operates in a competitive environment
Has performance measured on whether overall objectives were met	Provides an opinion based on expertise and knowledge in field
	Fee for goods or service has no stake in overall outcome of project

Subaward

At a minimum, a subrecipient’s proposal should include the following:

- **Endorsement from the Subrecipient’s Authorized Official.** This endorsement is provided in many different formats such as signed budget pages, a letter of intent which covers the subcontract proposal, or a signed sponsor cover sheet or face page.
- A clear Description of Work to be performed by the subrecipient. The statement of work provides a general overview of the subrecipient’s role in the project.