

Policy on Applying Facilities and Administrative (F&A) Costs for Off Campus Work

Established by the United States Department of Health and Human Services, the federal F&A (indirect) cost rate agreement for CSU Chico (University) and Chico State Enterprises (CSE) includes the following definition to determine when to apply the *off-campus* rate:

A project is considered **off-campus** if the majority of the activity is conducted at locations other than in University- or CSE-owned or -operated facilities and F&A costs associated with the physical plant and library are not considered applicable to the project. (*Note:* because a facility must be involved, "outdoors" is neutral for determining the appropriate F&A rate.)

Using this definition, and in keeping with Cost Accounting Standards requiring consistency in application of costs, the following criteria will be used to determine when to apply the off-campus F&A rate to projects (grants and contracts):

- Off-campus F&A rates are applied to projects involving faculty or staff on travel status more than 50% of the time related to the project.
- "Travel status" is defined as requiring overnight stays at one or more locations outside of Chico and with no physical access to University- or CSE-owned or -operated facilities.
- An enrolled CSU, Chico student, who is not receiving academic units related to the work is considered off-campus if one of the following circumstances is present:
 - The student is on travel status more than 50% of the time.
 - The student spends over 50% of the time working on the project away from campus or University or CSE-owned and -operated facilities and does not use University or CSE-owned or -leased equipment in the student's work on the project.
- An enrolled CSU, Chico student, is considered on-campus if the student is receiving academic units related to the work.

Chico State Enterprises has decision-making authority as to which rate will be used. The Provost's designee, the CEO of Chico State Enterprises, will make the final determination. When a project involves both on and off campus activities, only one rate will be used based on where the greatest percentage of project activities takes place.