

Indirect Cost Recovery Sharing Policy

Effective Date: January 12, 2021

Rationale

This policy establishes how Indirect Cost Recovery (ICR) is shared when faculty collaborate on a proposal within the College of Engineering, Design and Computing (CEDC). The intent is to encourage collaborative research across the college, the campus, and with external partners and ensuring appropriate financial support for these collaborative efforts. Success in collaborative sponsored research requires facilities and administrative support from multiple entities; therefore, distribution of the ICR from these projects to all involved parties is reasonable and compelling.

Per the [University of Colorado Denver Fiscal Policy 2027](#), "...each Dean will develop a policy and plan for the use of the [ICR] distribution." Under current university practice, ICR revenue associated with collaborative projects is distributed solely to the department of the principal investigator (PI) unless distribution agreements are in place. CEDC seeks to establish a default method to distribute ICR transparently and equitably to all contributors while reducing administrative burden and removing any real or perceived barriers to collaborative research. CEDC also seeks to establish procedures for addressing options to the default method when circumstances warrant.

While it is hoped that the guidelines provided in this document would be recognized and executed by other university schools and colleges, CEDC recognizes that other university entities may have their own internal policies and procedures. CEDC faculty are encouraged to initiate the conversation of ICR sharing with entities outside of the college early in the proposal process to ensure complete financial support for their efforts.

Procedure

The following procedure describes the approach CEDC will take to allocate the department and faculty parts of ICR on collaborative sponsored projects within and across CEDC units.

- 1) Default: The ICR will be split equally among all faculty members and their departments on a project. No ICR distribution agreement sheet will be needed for a default method. ICR allocation will be calculated by the college finance manager at the time of annual ICR distribution from the university's Financial Office.
- 2) Option 1: If there is an obvious and mutually recognized disparity in faculty effort and departmental support towards a project, the faculty members and chairs will determine and agree to a split. Examples of elements that may cause this option to be exercised:
 - a. One department overseeing all project personnel hiring and support
 - b. One department overseeing all ordering of project materials and supplies
 - c. One department funding all housing and maintenance of specialized equipment
 - d. One department funding all maintenance of computer facilities

The split proportions must add up to 100%. An ICR distribution agreement (see Appendix A) that has been signed by the department chairs will be included in the routing package. In this case a single speedtype will be set up for the project under the supervision of the project PI. ICR allocation will be calculated by the college finance manager at the time of annual ICR distribution from the university's Financial Office.

- 3) Option 2: Should the faculty members determine that the project is better served by utilizing separate speedtypes for each faculty member, the faculty members will work with the pre-award manager to split the budget. The pre-award manager will complete the ICR distribution form according to the budget split. The IDC split proportions must add up to 100%. The pre-award manager will send the ICR distribution agreement sheet to the PIs who will obtain their respective chairs signatures. The ICR distribution agreement will be included in the routing package. The Office of Grants and Contracts will be directed to set up individual speedtypes at the time of award. ICR distribution will be allocated per speedtype by the college finance manager at the time of annual ICR distribution by the university's Finance Office.

UNIVERSITY OF COLORADO DENVER
INDIRECT COST RECOVERY (ICR)
DISTRIBUTION AGREEMENT

A. PROJECT INFORMATION

Proposed Project Title: _____

Principal Investigator: _____ Dept/Div: _____

Proposed Project Period: From: _____ To: _____

Project #: _____ Speed Type: _____

B. DISTRIBUTION INFORMATION

Effective Date: _____ *(only for changes in the revenue share distribution)*

Lead Department: _____

_____ Principal Investigator I concur with the proposed distribution: _____ Chair/Director Signature	_____ Direct Cost <i>(or other approved metric)</i>	_____ % F&A
_____ Date		

Participating Department/Center: _____

_____ Contributing Investigator I concur with the proposed distribution: _____ Chair/Director Signature	_____ Direct Cost <i>(or other approved metric)</i>	_____ % F&A
_____ Date		

Participating Department/Center #2: _____

_____ Contributing Investigator I concur with the proposed distribution: _____ Chair/Director Signature	_____ Direct Cost <i>(or other approved metric)</i>	_____ % F&A
_____ Date		