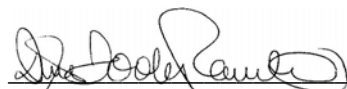



Edward Via Virginia College of Osteopathic Medicine

Policy Order No. F026

Effective Date: January 1, 2006


Dixie Tooke-Rawlins, Dean
And Chief Administrative Officer


James F. Wolfe, Ph.D., President

VCOM Policy on Facilities and Administration (F&A) Distribution

1. PURPOSE	1
2. F&A DISTRIBUTION	1
2.1. PRINCIPAL INVESTIGATOR RESEARCH SEED ACCOUNT.....	2
2.2. OFFICE OF RESEARCH ADMINISTRATION	1
2.3. FACILITIES	2
2.4. VCOM INTERNAL GRANT PROGRAM.....	2
3. RESPONSIBILITIES OF THE RESEARCH ADMINISTRATION OFFICE	2
4. SPENDING GUIDELINES	2
5. DURATION OF POLICY	2

1. PURPOSE

This Edward Via Virginia College of Osteopathic Medicine (VCOM) policy on F&A (facilities and administration) distribution provides guidelines on the distribution of funds to the College from F&A costs. The Office of Research Administration (ORA) administers the funds from F&A costs recovered on externally sponsored grants and contracts for the College. These indirect revenues are distributed to programs that further support the mission of increasing sponsored projects at VCOM. To this end, the VCOM Office of Research Administration has prepared an F&A cost distribution policy. The amounts retained and allocated are included herein and are formally approved by the President and the Dean of the College.

2. F&A DISTRIBUTION

2.1. Office of Research Administration

The ORA will retain 20 percent of the allocable funds, which will be used for generating administrative positions to aid principal investigators in submitting and stewarding grants and contracts, post award responsibilities, and Investigator guidance and assistance. These funds will provide compliance coverage for VCOM, Institutional Review Board (IRB) support personnel and web page maintenance. These funds will also provide a resource base for the academic divisions involved with extramural grants and contracts, with which to invest in research and

related activities. Allocation of these funds will stimulate the expansion of sponsored grants and contract activities at the College.

2.2. Facilities

Twenty percent will go to central operations, which will assist in building expense recovery. These funds will be allocated for building maintenance and upkeep as well as facilities improvements for the campus. In addition, funds will be available to improve areas of the campus specifically intended for research and research-related activities such as general research laboratories, the library, etc.

2.3. Research Development Programs

Twenty percent will be allocated for research development, which includes skills development programs for new researchers, IRB member training and committee maintenance, and overall development and training programs. In addition, these funds will provide for the purchase of shared equipment.

2.4. VCOM Internal Grant Program

Twenty percent of the allocable funds will be distributed into the Internal Grant Program funds. This program is available for all VCOM faculty members and encourages research projects through seed funding. The Interdisciplinary Research Committee recommends funding for these grant programs, and the Dean approves funding. The Dean and President will receive the F&A distribution reports on a monthly basis.

2.5. Principal Investigator Research Seed Account

The remaining 20 percent of the allocable funds will be distributed to the principal investigator's "research seed account." These accounts will be available to the principal investigators for the purpose of establishing or updating laboratory space, purchasing general equipment and supplies for their laboratories, and general research-related activities. The Associate Deans of Biomedical Sciences and Clinical Sciences will receive the F&A distribution reports for those revenues generated by activities within their divisions. Principal investigators will also receive their F&A distribution reports monthly from the ORA in the form of an excel report.

3. RESPONSIBILITIES OF THE RESEARCH ADMINISTRATION OFFICE

The ORA will establish and service the F&A cost revenue accounts for the administration, divisions, and principal investigators. On a monthly basis, excel reports indicating the account balances will be delivered to the appropriate account holders. ORA personnel will also be responsible for approving any purchases against these accounts.

4. SPENDING GUIDELINES

Retained and allocated F&A funds may be:

- Used for research or other sponsored project-related activities such as the purchase of research equipment, books and journals, salaries for student assistants, direct support of specific research projects, and administrative and technical support.
- Used to generate new or renewable grants and contracts for expenses such as proposal development, travel for a faculty member to discuss his or her proposal with a potential sponsoring agency, and computer searches.
- Used to meet sponsor agency required cost-sharing if "in-kind" contributions previously approved cannot be identified at time of award or to cover any fiscal overruns that occur on sponsored projects.
- Used in a manner that contributes to the overall achievement of VCOM and the ORA's stated missions.
- Accumulated from year to year.

5. DURATION OF POLICY

The F&A cost distribution policy established by the Office of Research Administration is effective as of the College's accrual of F&A allotments. It shall remain effective until amended or terminated by the President and the Dean.