
OFFICE OF RESEARCH
University of New Orleans

Internal Management Directive IMD – 85.002

Effective Date: 7/1/2019

SUBJECT: Distribution of Enhancement Funds Based on Recovered Facilities & Administrative Cost to Colleges/Departments/PI's/Library/IT/BoR Centers/BoR Institutes

PURPOSE: To provide guidelines for distribution of enhancement funds based on recovered facilities & administrative cost to colleges/departments/principal investigators/library/IT/BoR approved centers and institutes.

DEFINITIONS

Facilities & Administrative Costs: Facilities & Administrative costs (F&A) are the normal costs of conducting business that cannot be identified and allocated to specific projects (insurance, utilities, building maintenance, etc.).

Recovered Facilities & Administrative Costs: Facilities & Administrative cost recovery occurs as the university bills the sponsor and “recovers” institutional costs that were incurred by the university to support the external project.

Enhancement Funds: Funds provided by the Office of Research on a voluntary basis to a PI, department, college, or center/institute based on previously generated F&A in order to enhance research, scholarly, or creative work.

GENERAL POLICY

An amount equivalent to a reasonable percentage of recovered F&A cost will be distributed each year as enhancement funds depending upon the financial health of the institution.

AUTHORITY

Internal Management Directives, IMDs, are issued in accord with AP-OP-01.1.

POLICY

1. An amount equivalent to 7% of recovered F&A for each college (not including funds generated by Board of Regents Approved Centers/Institutes) will be

provided to the Dean of the college as enhancement funds.

2. An amount equivalent to 6% of recovered F&A for each academic department (not including funds generated by Board of Regents Approved Centers/Institutes) will be provided to the chair of the department as enhancement funds.
3. An amount equivalent to 7% of recovered F&A for PI accounts in the college (not including funds generated by Board of Regents approved Centers/Institutes) will be provided to the PI in an individual PI Enhancement (PIE) account as enhancement funds.
4. An amount equivalent to 7% of recovered F&A for PI accounts in non-academic units will be provided to the PI in an individual PI Enhancement (PIE) account as enhancement funds.
5. An amount equivalent to 1% of the total recovered F&A of all colleges will be provided to the Library to support Library services used by researchers.
6. An amount equivalent to 1% of the total recovered F&A of all colleges will be provided to Information Technology to support IT services used by researchers.
7. An amount equivalent to 25% of recovered F&A for Board of Regents-Approved Centers and Institutes that are in good standing will be provided to the Director of the Center/Institute as enhancement funds.

All enhancement funds are subject to the following conditions:

- For ongoing projects the account must be in good standing (deliverables are accepted, the account is not overdrawn, and the sponsor is paying invoices)
- For closed/closing projects the final invoice was paid
- If the college/department/center/institute/PI has overdrafts in their restricted accounts, up to 50% of each year's enhancement funds will be used to liquidate the overdrafts

The Office of Research will calculate each year's proposed enhancement funds based on actual recovered funds. Accounts receivables will not be included in the calculation. Awards with co-PI's in different colleges will result in a split distribution of funds. The actual recovered F&A will be divided among all PI's based on the distribution of F&A provided in the routing form for the proposal, unless there was a change in PI after the award. On some existing grants it may not be possible to identify each of the co-PIs. In those cases, the entire enhancement will be based upon the college of the PI of the award. The Center/Institute will receive an amount equivalent to 25% of the recovered F&A, subject to the conditions listed above. The total college enhancement fund will be the sum for all such grants subject to the criteria listed above less the college portion for Institutes and Centers.

Because the university F&A calculation includes 1% for the library, 1% of the total actual recovered funds by the Colleges, subject to the criteria given above, will be distributed to the Dean of the Library. Because research uses I.T. services, 1% of the total actual recovered funds by the Colleges, subject to the criteria given above, will be distributed to the Chief Information Officer.

Enhancement funds will only be distributed when the research budget is in good fiscal

standing. The Office of Research will notify the Deans/Chairs/Directors/PIs of any enhancement funds in a given fiscal year. Distributed enhancement funds will be allowed to carry over fiscal years in a fixed price award that should be used to enhance research, scholarly, and creative work in the relevant area.

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