

## Appendix A. Worksheet to determine distribution of shared F&A Return

This worksheet applies to the following faculty member as PI or co-PI: \_\_\_\_\_

	Center / Inst	Dept / College	Dept / College	Dept / College	
<b>Unit Name:</b> _____	_____	_____	_____	_____	
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<b>Facilities – supplemental</b> [unit to which research space is assigned] Shared equipment maintenance & support; PCs, peripherals, network; software; office furniture; physical plant work orders	_____	+	_____	+	_____
				+	_____ ≈ 45%
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<b>Administration – contracts/grants</b> [unit that manages contracts & grants] Research accounting; contract/grant forms; contract/grant reporting; research compliance	_____	+	_____	+	_____ ≈ 20%
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<b>Administration – office</b> [unit that manages main unit office] New faculty support/bridge support/faculty development; faculty recruitment expenses; shipping, receiving, FAX, copier; conferences, seminars, receptions; faculty travel; student helpers	_____	+	_____	+	_____ ≈ 15%
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<b>Administration – grad program, training grant</b> [unit that operates graduate degree program or training grant] Graduate recruitment expenses; graduate stipend supplements; student travel; training grant operation; dissertation/thesis costs	_____	+	_____	+	_____ ≈ 10%
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SUBTOTALS (to be entered on Transmittal Form)	_____		_____		_____ = 90%
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<b>PI-associated</b> [F&A Return directly to PI] Non-reimbursable research expenses (not covered by direct costs)					= 10%
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<b>TOTAL</b>					<b>=100%</b>