

College of Business
Facilities and Administrative Cost Recovery Procedure
(F&A Indirect Cost Procedure)

Minnesota State University, Mankato requires F&A recovery on all externally funded activity, which are costs incurred by the University as a result of administering sponsored projects. Please see the office of Research and Sponsored Programs (RASP) website for more information. The purpose and goal of the F&A recovery distribution is to provide funding and support for continued and new activity in research, grants, and contracts to the University. Per University procedure, the areas of RASP, Finance and Administration, and Library Services will receive an allocated portion of F&A funds. The remaining amount to be distributed goes to the appropriate division(s) or college(s) generating the activity.

The College of Business (COB) uses its portion of F&A funds to reinvest in College-wide initiatives. Therefore, the COB distributes its portion of the funds as follows:

- 100% of the funds are available at the Dean's discretion for use in any or all of the following areas:
 - Investing in space for innovation and research activities, including costs of rent and furnishings as appropriate and necessary
 - Matching funds for equipment or proposals that assist in generating further F&A funds
 - Facilitating faculty and/or student travel to present research results
 - Replacing or repairing old equipment and purchasing new equipment, software, and other supplies needed in furtherance of research activities and capabilities
 - Whenever possible, fund any release time or additional duty days for grant activities within the grant budget

By October 1st each year, the COB is required to send the Budget Office and the Associate Vice President of Research the following:

- A report on the use of funds during the preceding fiscal year, and
- A plan for the use of any fund balance from the F&A distributed the previous fiscal year