

Charleston Research Institute Policy Memorandum

Title: VAMC Support Policy

Reviewed by: Board of Directors

Implementation Date: February 11, 2013 (formerly known as IDC Sharing Policy)

Revision Date: February 8, 2016

Next Scheduled Review Date: February 8, 2019

Approval: Mandy Larue, Ph.D., Chairperson

Policy Statement:

CRI will provide VAMC support funds equal to 3% of direct federal expenditures to VA Principal Investigators (PI) for federally funded grants. Funds are to be spent on allowable costs so they are eligible to be included in the CRI indirect cost pool when negotiating the federal IDC rate.

VAMC support funds are earned throughout CRI's fiscal year (FY) beginning October 1 and ending September 30. Allocations are based on grants earning full federally negotiated IDC and are not calculated on subawards to others.

The CRI Board of Directors reserves the right to put restrictions VAMC support funds at any given time.

Background:

VAMC support funds are intended to give VA PI's access to a portion of the CRI indirect cost collected for CRI administered funds earning the full CRI negotiated IDC rate. These funds are intended to provide a funding source for items that are typically not allowed on federally funded projects, yet are in support of the research environment of VA R&D approved research.

Guidelines:

Allowable indirect cost pool expenses include, but are not limited to:

- Books and subscriptions for general, i.e., not project specific, knowledge
- Memberships in professional organizations (cannot include lobbying costs)
- Moderate alterations of space (needs to be specifically authorized)
- Furniture
- Equipment
- Service contracts
- Software that supports indirect activities
- Personnel that support indirect activities such as administrative support functions within a VA service
- Travel not directly related to a specific project, e.g., to scientific meetings

VAMC support funds are intended to be used within the fiscal year awarded. In order to preserve available operating funds for CRI and to prevent hoarding, any remaining VAMC support funds set aside for a PI will be swept to CRI Administration one month prior to fiscal year end (September 30).

VAMC support funds cannot be used to purchase capital equipment (durable, non-expendable assets with acquisition costs, including taxes, shipping and installation, of \$5,000 or more)

If the PI departs from Charleston VAMC, any balance in VAMC support funds will revert to CRI Administration. The only exception is when the award remains at CRI with sponsor approval under another principal investigator.

Principal Investigators (PI's) with CRI residual funds are not eligible to participate in this VAMC support funds policy.