



# University of Colorado Denver

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## Administrative Policy

<b>Title:</b>	Awards or Subcontracts with State of Colorado Agencies, 4-19
<b>Source:</b>	Office of Grants and Contracts
<b>Prepared by:</b>	Director of the Office of Grants and Contracts
<b>Approved by:</b>	Vice Chancellor for Research
<b>Effective Date:</b>	April 1, 2006
<b>Replaces:</b>	N/A
<b>Applies:</b>	All campuses

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### A. Introduction

It is the University of Colorado Denver (UCD) policy to ensure all sponsored projects and contracts incorporate the appropriate Facilities and Administrative Costs. This policy sets forth the process that all Principal Investigators and Administrators must follow when responding to a proposal.

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### C. References

1. UCD Fiscal Policy for Facilities and Administration Costs 4-4

### D. Policy Statement

UCD has established Facilities and Administration (F&A) rates. All facilities and administrative cost recovery revenue must be budgeted, allocated and expended in compliance with state and federal laws, policies of the Board of Regents, and University Administrative Policies. Principal investigators, chairs, and deans are responsible for identifying the proper facilities and administrative cost rate. All sponsored projects and contracts with State of Colorado agencies must receive approval from the Office of Grants and Contracts prior to finalizing any contract negotiation or submitting a proposal to any State agency.

### E. Procedure

Prior to submitting a proposal or negotiating a contract with any State of Colorado agency, Principal Investigators and/or Administrators must prepare a proposed budget, scope of work and proposed F&A rate using a State Agency Budget Form (Exhibit A). Completed forms are to be submitted to the PreAward Section of the Office of Grants and Contracts for review and approval prior to submitting any proposals or commencing negotiations with an agency. The State Agency Budget Form will be returned to the PI/Administrator after review is finalized by the PreAward Section. If the budget, scope of work and F&A receive approval from PreAward, the approved State Agency Budget Form is to be provided by the PI/Administrator to the State Agency representative for verification of Grants and Contracts approval. This procedure expedites negotiations with State agencies and ensures appropriate F&A is confirmed prior to any commitments.