The March issue of the ADR News Report focuses on USF policies that pertain to the treatment of direct and indirect costs. The complete policies can be found on page C-3, "Introduction to Cost Accounting Standards for Educational Institutions" of the College of Education, Office of the Associate Dean for Research, Research Grants and Contracts Faculty Guide.

Background Statement

The Office of Management and Budget (OMB) develops and revises Cost Principles for Educational Institutions - Circular A-21, which specifies direct and indirect costs that may be charged to federal and federal flow through research grants and contracts. The University of South Florida and the College of Education must comply with the Cost Accounting Standards (CAS) in Circular A-21.

Definition of Direct Costs

According to Circular A-21, direct costs are those costs that can be identified specifically with a particular sponsored project relatively easily with a high degree of accuracy. To directly charge a cost, it must:

1. Be specifically identified to the work conducted under the project.
2. Provide explicit benefit for a specific programmatic purpose.
3. Be chargeable or assignable in accordance with the relative benefits received or other equitable relationship.
4. The cost must be included in the awarded budget, or the cost must be permitted within re-budgeting authority granted by the sponsor.

Some examples of direct costs:

- Salaries and fringe benefits of principal investigator, research and technical personnel and graduate assistants.
- Long distance telephone charges.
o Travel.

o Subcontracts.

o Training stipends.

o Software purchased for scientific purposes.

### Indirect (F&A) Costs

Costs incurred for common or joint objectives which cannot be identified specifically with a particular sponsored project should be treated as indirect costs - **they cannot be charged directly to federal or federal flow through projects**. These costs are also referred to as "Facilities and Administrative" (F&A) costs and are comprised of a number of components. Examples include the cost of utilities maintenance and operation; building and equipment use expenses; administrative costs; library costs; and student service costs. Most sponsored agreements include a percentage of the direct cost to cover these charges. This percentage is known as the F&A rate or formerly, the Indirect Cost rate. [Link to F&A rate page](#)

The Table below illustrates examples of indirect costs that generally **cannot** be charged directly to federally sponsored projects:

<table>
<thead>
<tr>
<th>Indirect Costs - Generally Cannot be Charged Directly to Sponsored Projects</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative &amp; Clerical Salary</td>
<td>Secretary, Administrative Assistant, Department or Office Manager.</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Pens, paper, ribbons, disks, folders, binders, organizers, scissors, calculator, toner cartridges, etc.</td>
</tr>
<tr>
<td>Dues &amp; Membership</td>
<td>Professional Organization Membership fees.</td>
</tr>
<tr>
<td>Telephone &amp; Internet Expense</td>
<td>Installation, fee for basic telephone costs for having a phone. Toll calls allowable if specifically related to grant.</td>
</tr>
<tr>
<td>Postage &amp; Mail</td>
<td>US Mail, FEDEX, Airborne, etc.</td>
</tr>
<tr>
<td>Periodicals &amp; Newspapers</td>
<td>Subscriptions to magazines, journals or newspapers.</td>
</tr>
<tr>
<td>Copying</td>
<td>Photocopies from USF copy services or from outside vendors.</td>
</tr>
</tbody>
</table>

F&A costs must not be charged directly to sponsored projects. Exceptions to this policy can be permitted only when **ALL** of the following conditions are met:

1. The cost can be readily identified specifically with the project with a
high degree of accuracy;

2. The costs are incurred for a different purpose or unlike circumstance; and

3. The cost is explicitly budgeted, with justification, and awarded.

The unlike circumstance for directly charging clerical and administrative salaries would include one or more of the following case:

- Project is large and complex, or primarily delivers training, educational, health and/or public services, and required extensive amounts of administrative/clerical support that is significantly greater than the routine level of such services provided by academic units;

- Project requires extensive coordination of individuals and institutions that are geographically diverse;

- Project requires extensive data accumulation and entry, surveying, cataloging and reporting;

- Project requires making substantial travel and meeting arrangements for large numbers of program participants;

- Project’s principal focus is the preparation and production of manuals and large reports excluding routine progress and technical reports;

- Project is geographically inaccessible to normal departmental administrative services.

Unallowable Direct Costing Practices

The following direct costing practices are unacceptable because they do not meet Circular A-21’s standard for a "high degree of accuracy" in the assignment of costs to sponsored agreements:

- Assigning charges to the sponsored agreement with the largest remaining balance;

- Charging the budgeted amount rather than charging an amount based on actual usage;

- Rotation of charges among sponsored agreements by month without establishing that the rotation schedule credibly reflects the relative benefit to each sponsored agreement;

- Identifying a cost as something other than what it actually is, such as classifying an item of equipment as a supply;

- Charging expenses exclusively to sponsored agreements when the expense has supported non-sponsored agreement activities;

- Assigning charges that are part of normal administrative support (indirect costs) for sponsored agreements.
This is to extend CONGRATULATIONS to the faculty and staff who have successfully secured the following research and training grants since February 1, 2007.

**STATE LEVEL**

**George Batsche** (Psych & Social) and **Michael Curtis** (Psych & Social) have been awarded a grant totaling $667,044 from FLDOE for the Share Service Network Technical Assistance and Resource Center project;

**George Batsche** (Psych & Social) and **Michael Curtis** (Psych & Social) have been awarded a grant totaling $1,298,047 from FLDOE for the Florida Statewide Problem-Solving Method/Response to Intervention (PSM/RtI) Project;

**Daphne Thomas** (Special Ed) and **Jeannie Kleinhammer-Tramill** (Special Ed) have been awarded $105,914 from FLDOE for the State Personnel Development Grant;

**Dominic Puglisi** (Stavaros Center) was awarded $56,000 from the Florida Council on Economic Education for the Free Enterprise and Economic Education project.

**FACULTY PUBLICATIONS**


**Janet Richards**, Childhood Education, “Preservice Teachers’ Professional Development in a Community of Practice Summer Literacy Camp: A Sociocultural Perspective” in the Winter issue of The Qualitative Report an
FACULTY PRESENTATIONS

Donna Elam, Anchin Center, presented a paper entitled, Building Culturally Competent Schools at the Michigan Association of School Boards conference in East Lansing, MI on February 15.

Suzanne Kirkman, Adult Education, and doctoral student, Kevin Coughlin in Measurement & Research co-authored four poster session presentations with students in the Adult Education program that were presented at the 21st International Self-Directed Learning Symposium in Cocoa Beach on January 31. The four poster presentations were:

- New Employee Trainees: Correlates of Satisfaction with Training Delivery, Learner Profiles and Self-Directed Learning Histories, with Mary Wooten, Anita and Smith, Arnaldo Mejias, Jr.
- Learning Profile, Ethnicity and Self-Directed Learning Project Histories in Low-Income Adults with Gail Miller.
- Learning Profiles as a Component of Self-Direction in Older Adults with Jennifer Adshead, Kathryn Niedbalec, and Koillor Alvarado.
- Components of Self-Directed Learning Projects as Related to Learner Profiles in Pregnant Women and New Moms with Romeika Feguson, Meaza Steward, and Tiffany Van Cleave.

Janet Richards, Childhood Education, presented a paper with doctoral students, Deborah Kozdras and Susan Bennet, entitled, Connecting Reading, Science and Creative Arts Instruction: Preservice Teachers’ Concerns and Accomplishments at the 6th International Literacy Conference in Guatemala City, Guatemala.

RESEARCH EVENTS

TAMPA BAY EDUCATIONAL PARTNERSHIP

(COLLEGE OF EDUCATION & HILLSBOROUGH COUNTY SCHOOLS)

VISIT WASHINGTON, D.C.

Consistent with the vision of Dean Colleen Kennedy and the focus on institutional collaboration with internal and external constituents, Bruce Jones, Associate Dean for Research, Mary Ellen Elia, Superintendent of Hillsborough County Schools and Donna Elam, Senior Associate of the David C. Anchin Center met in partnership with representatives of the U.S. Department of Education and the National Science Foundation to advance mutual research and grant interests. The work of the Tampa Bay Educational Partnership may lead to the development of no less than nine federal research grants, potentially amounting to over $11 million in joint research and programmatic support for the Hillsborough County School
District and the USF College of Education.

**U.S. Department of Education:** (l-r) Steve Brockhouse, Mary Ellen Elia, Donna Elam, Michelle Armstrong, Bruce Jones, Iris Lane

**National Science Foundation:** (l-r) Paola Sztajn, Robert Gibbs, Donna Elam, Mary Ellen Elia, Michael Henry, Angelique Blackmon, Bruce Jones

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**MARK YOUR CALENDARS!!!**

*Introduction to Institutional Review Board Faculty/Staff Workshop*

To Be Presented By: Mr. Henry Zych, IRB Coordinator, Division of Research Integrity & Compliance

On Friday April 27, 2007 10 am to 12 pm

EDU 258

Limited seating, please contact Ms. Jane Campagne in the David C. Anchin Center at 4-5959 to reserve your seat.
UPDATE ON THE COE MINI-GRANT RESEARCH PROGRAM

Congratulations to faculty who submitted research proposals to the College of Education 2007 Mini-Grant Research Program. The number of proposals submitted by department is:

<table>
<thead>
<tr>
<th>Department</th>
<th>Number of Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult, Career, &amp; Higher Education</td>
<td>1</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>1</td>
</tr>
<tr>
<td>Educational Leadership &amp; Policy Studies</td>
<td>4</td>
</tr>
<tr>
<td>Educational Measurement/ Research</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education, wellness, &amp; Sport Studies</td>
<td>2</td>
</tr>
<tr>
<td>Psychological &amp; Social Foundations</td>
<td>5</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>7</td>
</tr>
<tr>
<td>Special Education</td>
<td>1</td>
</tr>
<tr>
<td>Lakeland Campus</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

*Research grant awards will be announced during the first week of April!

**ADR CONTACTS**

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(813) 974-5959

- Understanding What is Meant by Direct Costs and Indirect Cost  prepared by Ms. Grace Wang with support from the Division of Sponsored Research

- **ADR News Report** design by Ms. Stephanie Ballinger