

**QUICK REFERENCE CARD (QRC)****EPCS records must be FINALIZED at least 3 business days in advance of the due date.**

The following information should be used as the basis for preparing sponsored project proposal budgets. For more information on developing proposal budgets, please visit <http://orsa.uoregon.edu/index.cfm?topLevCat=proposals> , or contact your Pre-Award Sponsored Projects Administrator (SPA). For SPA Campus Unit Assignments, visit this link: [http://orsa.uoregon.edu/index.cfm?topLevCat=orsa&page=orsa\\_campus\\_units](http://orsa.uoregon.edu/index.cfm?topLevCat=orsa&page=orsa_campus_units)

**University of Oregon Fringe Benefits or OPE (Other Personnel Expense)**

<b>Employee class</b>	<b>FY 18 Rates</b>	<b>Description</b>
Faculty/Staff A	72.3%	The Faculty/Staff A Employee Class consists of faculty members that are on a twelve-month schedule and salaried staff employees. These employees are eligible for sick leave and vacation leave. Includes E-class codes FB (Fac 12 mo .5+ FTE) and FE (Fac Hourly).
Faculty/Staff B	48.3%	The Faculty/Staff B Employee Class consists of faculty members that are on a nine-month schedule that are sick leave eligible but not eligible for vacation leave and executive employees. Includes E-class codes FA (Fac 9 mo .5+ FTE), FC (Fac 9 mo <.5 FTE), and FD (Fac 12 mo <.5 FTE).
Faculty/Staff C	30.7%	The Faculty/Staff C Employee Class consists of faculty on summer term employment.
Classified Service	108.0%	The Classified Service Employee Class consists of hourly employees that are categorized as service/maintenance such as groundskeepers, custodians, laborers, and food service workers.
Classified Skilled/Clerical	93.6%	The Classified Skilled/Clerical Employee Class consists of hourly employees that are skilled and clerical.
Classified Technical	79.6%	The Classified Technical Employee Class consists of hourly employees that are technical and professional.
Retirees-Temps	25.7%	The Retirees-Temps Employee Class consists of retired University of Oregon officers/teachers/researchers and temporary support staff employees.
Students	2.5%	The Students Employee Class consists of graduate assistants, fellows, and undergraduate student employees.  <i>*Federal Work study program covers 75% of the student's wages, but does not cover the associated OPE. Therefore, the grant will pick up all of the OPE.</i>

University of Oregon employee fringe benefit costs encompass the following items for UO employees, all of which are required: (a) FICA, (b) retirement, (c) health insurance, (d) workmen's compensation/SAIF, (e) unemployment insurance, (f) employee liability insurance, (g) life insurance, (h) graduate teaching fellows' fringe benefits including health insurance and fees. For the purpose of estimating and budgeting proposal costs, fringe benefit rates are based on employee classification (E-Class) in accordance with the University's federally-negotiated fringe benefit rate proposal submitted to the Department of Health and Human Services (DHHS).



## Annual Cost Increases: Personnel Costs and Cost of Living Adjustment (COLA)

**Personnel Costs - Salary and Wages:** Estimated annual cost increases for salary and wages up to 3.0% are based on the three-year ratified Collective Bargaining Agreement (CBA) between the University of Oregon and United Academics, AAUP / AFT, AFL-CIO, July 1, 2015 through June 30, 2018. Note effective July 1, 2017, minimum Post-doctoral salaries must be in accordance with the articles of the CBA.

**Personnel Costs - Fringe Benefits:** Yearly cost increases of fringe benefits are included for UO personnel other than Graduate Employee (GE) and are based on the University's planned increases to fringe benefits. For more information visit: <https://brp.uoregon.edu/content/blended-ope-process>

**Non-personnel Costs:** Annual COLA increases of up to 1.6% for non-personnel-related cost is based on the State of Oregon's Bureau of Labor, Consumer Price Index. Please use this rate for annual budgeted cost increases on proposal budgets unless a different annual increase is outlined for that cost category, i.e., Personnel Costs, or GE rates (page 2).

### Post-doctoral Salary Floors

In accordance with the three-year ratified Collective Bargaining Agreement (CBA) between the University of Oregon and United Academics, AAUP / AFT, AFL-CIO, July 1, 2015 through June 30, 2018, the minimum Post-doctoral salaries must be in accordance with the articles of the CBA. Please reference the CBA on UO Human Resources' website at <https://hr.uoregon.edu/employee-labor-relations/uo-bargaining-units-cbas/united-academics>

**Note #1:** Per the CBA noted above, effective July 1, 2017, the minimum salary floor for Postdoctoral Scholars on 12-month appointments will be no less than the amounts set according to the NIH Postdoctoral minimum salary schedule and the floor will be adjusted each year pursuant to the current Postdoctoral Stipend levels posted by the National Institutes of Health (NIH). Reference: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-003.html#>

### Student Wages (per hour)

UO Student Wage Rates: <http://hr.uoregon.edu/recruit/student-employment/student-wage-rate>

Effective 7/1/2016 through 6/30/2017

Classification	Standard**** & Portland Metro Rate Range***	Nonurban County Rate Range***
Student Assistant 1*	\$ 9.75 - \$11.00/hr	\$ 9.50 - \$10.75/hr
Student Assistant 2	\$10.10 - \$11.50/hr	\$10.10 - \$11.50/hr
Student Assistant 3	\$11.00 - \$12.95/hr	\$11.00 - \$12.95/hr
Student Assistant 4	\$12.95 - \$14.00/hr	\$12.95 - \$14.00/hr
Student Assistant 5**	>\$14.00/hr	>\$14.00/hr

\* Effective January 1, 2016, the Federal minimum wage of \$10.15/hr is the minimum hourly wage for salary/wages charged to Federal Contracts (does not apply to Grants). Additional information: <http://www.whitehouse.gov/the-press-office/2014/02/12/executive-order-minimum-wage-contractors>

\*\*As approved by Employment Manager

\*\*\*For a map with specific information about effected Counties and the Portland Urban Growth Area, please refer to this webpage: <https://www.oregon.gov/boli/WHD/OMW/Pages/Minimum-Wage-Rate-Summary.aspx>. \*\*\*\*Eugene is included in the Standard Range.

Additional Information: <http://hr.uoregon.edu/recruit/student-employment>

**2016-2017 GE SALARIES: (3.5% annual increase)**

	GE I	GE II	GE III
Minimum GE Monthly Salary at .49 FTE for AY:	1,547	1,747	1,846
Annual rate at 1.0 FTE for 9 months would be:	28,420	32,096	33,897

The minimum allowable appointment is .20 FTE for a full quarter. The maximum allowable appointment is .49 FTE. These rates apply to Teaching, Research and Administrative GE positions. GE salaries are budgeted according to the FTE percentage of the appointment up to the maximum of .49 FTE.

Academic and administrative units reserve the right to pay at a *higher level*, so long as salary equity by level of appointment for GEs is maintained in the department, program, or administrative unit. Higher annual wages and level of FTE must be listed by the unit for each position in the budget. For more GE information:

<http://gradschool.uoregon.edu/gtf>

**2016-2017 GE INSURANCE: (13.6% annual increase)****Cost per Term: \$1,506**

(Weighted average for Fall, Winter, and Spring terms.)

**Cost for Summer Term: \$1,506**

(Weighted average)

**For budgets that include GE appointments during summer, please include summer insurance.**

**2016-2017 GE FEES:**  
**(3.8% annual increase academic year, 3.5% annual increase summer)**

University contributions to non-instructional mandatory fees, for GEs appointed at .20 FTE and above, are set as follows:

University contribution per Term:	<b>\$556.25</b>
University contribution per AY (3 terms)	<b>\$1,668.75</b>
University contribution Summer Term:	<b>\$150.68</b>

*GEs pay \$61 of their mandatory fees in academic year. The University pays 35% of GE mandatory fees in the summer.*

**2016-2017 GE TUITION:**  
**(0.95% annual increase resident, 2.5% non-resident)**

**Resident Graduate Students:** \$4,797 per term / \$14,391 (3 terms)  
(All GE appointments and for in-state graduate trainees)

**Non-resident Graduate Students:** \$8,253 per term / \$24,759 (3 terms)  
(Out-of-state graduate trainees on training grants or fellowships)



**Note #1:** Tuition Support for Grant-Funded GEs: <https://gradschool.uoregon.edu/tuition-support-grant-funded> . Effective Fall 2014, the University will provide support to grants on which GEs are hired. In short, the labor index will be charged only three credits of tuition when the index is a grant **and** when the appointee is a research level III research fellow (GE). The balance of the tuition will be charged to a non-grant index in the hiring unit. Hiring units with GEs supported on grants should consult their dean's office to determine the index that will be used.

**Note #2:** Graduate Employee Identification and Rate Code: Information on Graduate Student tuition charges to training grants and fellowships can be found at: <https://gradschool.uoregon.edu/grad-fellow-code-policy>

**Note #3:** The Tuition costs listed above are estimated based on the Office of the Registrar's schedule for the classification of Graduate (Masters/Doctoral). Tuition amounts vary by school/college (and in some cases graduate program). Reference the Registrar's website for specific tuition rates per term: <http://registrar.uoregon.edu/costs/tuition-fees>

## TRAVEL

For current rates/amounts, visit the Business Affairs Office (BAO) website at the links below.

Lodging: <http://ba.uoregon.edu/staff/travel-reimbursement#Lodging>

Meals: <http://ba.uoregon.edu/staff/travel-reimbursement#Meals>

Mileage Rate(s): <http://ba.uoregon.edu/staff/private-vehicle>

## FACILITIES & ADMINISTRATIVE (F & A) RATES (Indirect Costs)

Pre-determined rates from 07/01/2014 through 06/30/2019, Agreement dated 5/02/2016

[http://orsa.uoregon.edu/web/proposals/F\\_A\\_Rate\\_Agreement.pdf](http://orsa.uoregon.edu/web/proposals/F_A_Rate_Agreement.pdf)

DESCRIPTION	From: 7/1/2014 To: 6/30/2016	From: 7/1/2016 To: 6/30/2017	From: 7/1/2017 To: 6/30/2019
Research: On Campus	45.0%	46.5%	47.5%
Research: Off Campus	26.0%	26.0%	26.0%
Instruction: On Campus	59.4%	46.0%	46.0%
Instruction: Off Campus	26.0%	26.0%	26.0%
Other Sponsored Activity: On Campus	30.7%	30.7%	30.7%
Other Sponsored Activity: Off Campus	24.3%	26.0%	26.0%

**Off-Campus Definition:** An off-campus rate is applicable to those projects conducted in facilities not owned or operated by the University, which include charges for facility rental as a direct expenditure, and for which more than 50% of the project salaries and wages are for effort conducted in the rental facility.

### **Off-campus F&A and Non-Standard F&A Rates:**

**Inclusion of Off-Campus Rate in Budget:** Projects proposing the use of an off-campus F&A rate in the budget must obtain prior approval from SPS. Please contact your SPS Pre-award SPA to determine whether the Request for F&A Exception and Off-Campus Determination Form is required.

If required by SPS, the Request for F&A Exception and Off-Campus Determination Form must be completed, signed, and submitted to your SPS SPA at least five business days prior to the proposal deadline.

**Inclusion of Non-Standard F&A Rate or F&A Return in Budget:** Unless the agency has a published policy on the F&A restriction, all projects proposing to use a non-standard F&A rate or requesting a F&A return exception in the budget must obtain prior approval from SPS by completing the Request for F&A Exception and Off-Campus Determination Form and



submitting it to your SPS Pre-award SPA. The form must be completed, signed, and returned to your SPS Pre-award SPA at least five business days prior to the proposal deadline.

The **Request for F&A Exception and Off-Campus Determination FORM** may not be required by SPS when acceptable documentation of the sponsor's requirement is submitted to SPS. Acceptable documentation of a sponsor's restriction on F&A can be in the form of the requirement as it is outlined in the sponsor's RFP or sponsor guidelines, or in an e-mail or letter format obtained from an authorized representative of the sponsor.

**Form:** [http://orsa.uoregon.edu/web/forms/Form\\_20\\_FA\\_Exception\\_and\\_Off-Campus.PDF](http://orsa.uoregon.edu/web/forms/Form_20_FA_Exception_and_Off-Campus.PDF)

If an agency has a published policy including a restricted F&A rate lower than the University of Oregon's current Federally-negotiated F&A rate, and the agency does not specify how the rate is to be applied, the agency's lower restricted F&A rate will be applied to Total Direct Costs (TDC).

#### **F&A Rate Definitions:**

Indirect cost rate definitions for the types Research, Instruction, and Other Sponsored Activities is found in 2 CFR Part 200, Appendix III: Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs). For questions about these definitions, please contact your SPS SPA.

UO's full negotiated F&A rate must be applied unless the agency has a published policy on the F&A restriction.

**F&A Rate Changes Memo:** [http://orsa.uoregon.edu/web/news/FA\\_Rate\\_Changes.pdf](http://orsa.uoregon.edu/web/news/FA_Rate_Changes.pdf)

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## **COST SHARE**

**University procedure is to provide cost share only when required by agency guidelines or delineated in specific program announcements.**

**Cost share commitments should be held to a minimum.**

Cost-share is that portion of the total sponsored project cost paid by sources other than the sponsor.

Cost sharing has significant financial impact on the department providing the funds and on the University as a whole. Cost share increases the requirements for auditable recordkeeping, has an adverse effect on the University's recovery of indirect (F&A) costs and reduces the flexibility of the PIs to conduct other research when their effort is pledged to specific projects.

#### **2 CFR 200.306**

**(a)** Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity. Criteria for considering voluntary committed cost sharing and any other program policy factors that may be used to determine who may receive a Federal award must be explicitly described in the notice of funding opportunity.

**(b)** For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- 1) Are verifiable from the non-Federal entity's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under Subpart E—Cost Principles of this part;



- 5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the Federal awarding agency; and
- 7) Conform to other provisions of this part, as applicable.

**(c)** Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

See 2 CFR 200.306 sections (d) through (k) for additional Federal Regulations in this part or contact your SPS Sponsored Projects Administrator for clarifications and/or questions.

**Third Party Letters of Commitment including cost share:** Third Party entities should include a certification in a letter of commitment submitted to the UO certifying that cost-sharing provided is from non-Federal sources.

**Inclusion of Voluntary Committed Cost Share:** All projects proposing inclusion of Voluntary committed cost share (cost share not required by the sponsor, but quantified in the proposal) in the proposal must obtain prior approval from the VP Research Office by completing the Cost Share Request Form and submitting it to your SPS SPA. The form must be completed, signed, and returned to your SPS SPA at least five business days prior to the proposal deadline.

**Form:** [http://orsa.uoregon.edu/web/forms/Form\\_19\\_COST\\_SHARE\\_Request.PDF](http://orsa.uoregon.edu/web/forms/Form_19_COST_SHARE_Request.PDF)

**Inclusion of Mandatory Cost Share:** All projects proposing inclusion of Mandatory (required by the sponsor) cost share quantified in the proposal must obtain prior approval from SPS by working with their SPS Pre-award SPA. Completing and submitting a Cost Share Request Form is not required for this purpose when cost sharing is determined to be Mandatory. Adequate documentation of a Mandatory cost share requirement is necessary and can be in the form of the requirement as outlined in the RFP or sponsor guidelines, or in an e-mail or letter format obtained from an authorized representative of the sponsor.

SPS website: [http://orsa.uoregon.edu/index.cfm?toplevelcat=proposals&page=pp\\_costshare](http://orsa.uoregon.edu/index.cfm?toplevelcat=proposals&page=pp_costshare)