



**RESEARCH INCENTIVE FUNDS PROPOSAL**

**Policy:** Coastal Carolina University will use the full amount of Facilities and Administrative (Indirect) costs recovered from its research grants and contracts to further faculty research and development. These funds may be used in the following ways: 1) Up to forty percent (40%) may be requested by the Principal Investigator to enhance the work directly related to the project. Principal Investigators who wish to request support from Facilities and Administrative cost funds should normally make such requests prior to the submission of an external grant or contract proposal. The request will be reviewed by the Principal Investigator's Department Chair and Dean and submitted to the Provost for approval. 2) Up to thirty percent (30%) may be requested by the Dean(s) of the College(s) from which the proposal originates in order to promote other research, scholarly, or professional development projects in the College(s). 3) At least thirty percent (30%) will be used at the University's discretion for institutional support of faculty research and development.

**Procedure:** Facilities and Administrative costs are recovered from grants and contracts only as the salary and fringe benefits upon which they are based are utilized. Each month the University's Office of Grant Accounting recovers the Facilities and Administrative costs generated from the previous month's salary and fringe benefit expenditures. The University shall establish such accounts for the receipt and disbursement of such funds as are deemed appropriate.

Principal Investigators who have prior approval for use of Facilities and Administrative cost funds should submit the appropriate paperwork for expenditure of those funds to their Dean, Director or to the Office of Grants and Sponsored Research, depending on the account from which the expenditure is to be made. These offices will verify that adequate funds are available and submit the paperwork to the appropriate University Office(s). Principal Investigators and Deans wishing to request use of Facilities and Administrative cost funds for Research Incentives should submit a proposal to the Provost for approval.

Facilities and Administrative cost funds may be expended only through normal University procedures for the expenditure of State funds.

P.I. NAME: \_\_\_\_\_ DEPT., COLLEGE OR CENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

Estimated F&A (Indirect Cost) Recovery \$ \_\_\_\_\_. Estimated Cost sharing / Matching Requirements  
 Funds (percentage) requested by PI and intended uses:  
 Up to 40%, or up to 70% if Dean's allocation is waived or if cost sharing requirements require.

Funds (percentage) requested by Dean and intended uses:  
 Up to 30%, may be assigned to PI or used to support cost sharing or other scholarly needs

|   |      |         |      |
|---|------|---------|------|
| Cost Center Director                                | Date | Dean    | Date |
| Received by Office of Grants and Sponsored Research |      | Date    | By   |
| Cost-share / Matching approved by                   |      |         |      |
| Executive Vice President                            | Date | Provost | Date |

COST ESTMATE FOR CAMPUS FACILITIES OR SERVICES  
(please provide one copy to each service-center involved)

RENOVATIONS OR ADDITIONAL UTILITIES

- Renovations or Additional Utilities for room(s): \_\_\_\_\_
- |   |   |
|---|---|
| <input type="checkbox"/> Additional electrical capacity                         | <input type="checkbox"/> Additional Water / Sewerage            |
| <input type="checkbox"/> Natural Gas  | <input type="checkbox"/> Changes to walls, flooring or ceilings |
| <input type="checkbox"/> Other renovation or additional service required: _____ |   |

FACILITY OR SERVICE REQUIRED:

- |   |  |
|---|--|
| <input type="checkbox"/> Audio / Video Equipment Reservations   | <input type="checkbox"/> Photography                   |
| <input type="checkbox"/> Campus Housing   | <input type="checkbox"/> Printing Services             |
| <input type="checkbox"/> Classroom and Conference Room Scheduling                                       | <input type="checkbox"/> P. E. Center                  |
| <input type="checkbox"/> Computer Services & Communications   | <input type="checkbox"/> Video / Television Production |
| <input type="checkbox"/> Food Services  | <input type="checkbox"/> Wheelwright Auditorium        |
| <input type="checkbox"/> Motor Vehicle Lease or Reservations<br>for long-term use, not incidental trips | <input type="checkbox"/> <b>Boat or Ship Time</b>      |
|   | <input type="checkbox"/> Other: __                     |

CONFIRMATION FOR USE OF FACILITIES AND ESTIMATE OF COSTS

I confirm that the requested facilities are available and approve their use in the described manner. An estimate of the costs (if applicable) for these facilities or services is provided below for use in your grant proposal:

signed: \_\_\_\_\_  
Cost Center Director / Official

\_\_\_\_\_   
Date

The University will make every effort to reserve these facilities for you at the estimated price, however it is the responsibility of the Principal Investigator to notify, in writing, each service center director if the proposal is funded in order to reconfirm these reservations and costs.