

FY2022 F&A Proposal Update

DHHS Site Visit

Susan Stillman, Office of Research Accounting and Costing Standards



UNIVERSITY of ROCHESTER

FY2022 F&A Rate Negotiation

- Currently in the process of negotiating a new Facilities and Administrative (F&A) rate agreement with DHHS
- DHHS will be scheduling a site visit as part of its review of the FY 2022 F&A rate proposal
 - 7/1/2021 to 6/30/2022
- Federal negotiator may be on site or conduct virtual visit in the next several months



UNIVERSITY of ROCHESTER

Calculating the F&A Cost Rate

Pools:	Allocation Basis
Facilities:	
<input type="checkbox"/> Building Depreciation	<input type="checkbox"/> Square Footage
<input type="checkbox"/> Equipment Depreciation	<input type="checkbox"/> Square Footage
<input type="checkbox"/> Operations and Maintenance	<input type="checkbox"/> Square Footage
<input type="checkbox"/> Interest Expense	<input type="checkbox"/> Square Footage
<input type="checkbox"/> Library	<input type="checkbox"/> Student, Faculty, Staff FTE
Administrative:	
<input type="checkbox"/> General Admin.	<input type="checkbox"/> MTDC
<input type="checkbox"/> Departmental Admin.	<input type="checkbox"/> MTDC
<input type="checkbox"/> Sponsored Proj. Admin.	<input type="checkbox"/> MTDC
<input type="checkbox"/> Student Admin. & Svcs.	<input type="checkbox"/> Allocated to Instruction



UNIVERSITY of ROCHESTER

DHHS Site Visit – Space

- The government will focus on identifying lab activities that are not funded by Organized Research projects.
- Space Functional Usage – the Federal Negotiator will review and confirm the reasonableness of the functional usage assignment on a room basis. They look for supporting documentation e.g. occupants, grants, and meet with department personnel to review the study results.



UNIVERSITY of ROCHESTER

DHHS Site Visit – Space

- The review will focus on the accuracy of the space use survey to the space functions
- The review is to ensure the space and base match
 - Functional usage vs. effort and salary
- The Federal negotiator will perform a “walk thru” to view selected rooms for specific PIs



UNIVERSITY of ROCHESTER

DHHS Site Visit – Equipment

- The PI and/or Departmental Administrator should be prepared to lead the negotiator to equipment, if requested
- Verify existence and physical location of specific assets
 - Location may have changed since FY2022, it is extremely important to be familiar with current location
 - Verify appropriate disposal of assets (Records, forms, etc.)



UNIVERSITY of ROCHESTER

DHHS Site Visit – Space

- The PI and/or Departmental Administrator should be prepared to answer questions relating to the following:
 - Funding source for activities in the lab – federal vs. nonfederal or departmental
 - People working in the lab – names, positions (e.g. Research Assistant, Post Doc, Grad Student)
 - Students and unpaid occupants – grad students, med students, visiting scientists, non-university employees
 - Any non-research related tests or processes performed in the lab (e.g. clinical lab testing)
 - PI/Faculty teaching activity
 - Other University funded research activity such as: Start-up, bridge funding, University research awards during the FY2022 period



UNIVERSITY of ROCHESTER

Keys to a Successful Audit

- Organized Files
- Supporting documentation for room functional usage assignments
- Supporting documentation for equipment locations or dispositions



UNIVERSITY of ROCHESTER

Keys to a Successful Audit

- Cooperate
- Understand the auditor's questions
- Answer all questions directly and honestly
 - If unsure of answers to questions during the walk thru, best approach is to respond that you will need to research the issue
- Don't ramble or provide additional information
- Produce documents, as requested
- Don't delete or modify any documents
- Ensure Central Offices are the first point of contact and included on any and all correspondence



UNIVERSITY of ROCHESTER

Questions?



UNIVERSITY of ROCHESTER