

NuRamp Routing Procedure for UNL VCR Approved Centers or Initiatives Credit and F&A Cost Distribution

When a proposal will be submitted through a VCR approved center(s), partially or entirely, it is critical that the routing form in NuRamp accurately reflect the participating key personnel information. Below are several scenarios and instructions for each.

When a proposal will be submitted entirely through a single VCR approved center, please follow the process outlined below:

- A. Select “yes” to the question “Is this proposal being submitted through a VCR approved center?” and select the appropriate center or initiative from the drop-down list and mark it the lead and allocate 100%.
- This distinction automatically alerts the Office of Research that the portion of the F&A usually returned to the college will follow the MOU defining that VCR Center’s F&A distribution plan or the F&A Distribution Policy if no MOU exists.
 - This distinction will also alert the Office of Research to give both the overarching center, and the participating colleges and departments credit for the proposal, resulting in total credit of 200%.

Center Information

Is this proposal being submitted through a VCR approved center?

- ☒ Yes
☐ No

* Center Name ⓘ

Center for Plant Science Innovation [UNL]

* Are there other VCR Approved Centers involved?

- ☐ Yes
☒ No

Center Allocation

Center Name

* % Allocation ⓘ

Center for Plant Science Innovation (lead)

100

Total

100

- B. When entering Investigators (key personnel), select the appropriate home department and college for each individual based on their appointment.
- The VCR Center should NOT be indicated as the home department unless the individual is solely appointed within that unit.
 - If investigators have a split appointment, all departments should be listed and the credit should be split between the departments according to their appointed FTE.
- C. Give each investigator the appropriate % credit and % F&A for the project. The % credit and % F&A may be the same for each individual listed or the two amounts may differ, depending on the circumstances of the project.
- Be sure all parties agree on the % distribution before starting routing in NuRamp.
 - The % credit designation determines the academic credit for reports out of the system.
 - The % F&A designation determines the percentage allocation of the college, department and/or faculty portion of the F&A distribution.

Note: This will NOT determine the VCR Center's portion of the F&A distribution. The VCR Center's percentage is determined by the VCR Center's F&A MOU or the F&A Distribution Policy, whichever is applicable. Allocating % F&A to the VCR Center will NOT increase the F&A distribution to the VCR Center.

Example 1

The F&A Distribution Policy calls for the F&A return on a VCR Center to be split 20% for the VCR Center, 60% for the College(s) and 20% for the Department(s). There are two faculty involved from two different departments/colleges, Drs. Doe and Smith. They have agreed that Dr. Doe, as PI, is spending more time on this project than Dr. Smith, Co-I, and the % credit and % F&A should be split on a 60/40 basis.

On the routing form:

- VCR Center is indicated as the Lead Center and allocation is indicated at 100%.
- In the Personnel and Allocations sections, Dr. Doe indicates her home department and college and the % credit and % F&A for her at 60%.
- In the Personnel and Allocations section, Dr. Smith indicates his home department and college and the % credit and % F&A for him at 40%.

After an award is made, expenditures incurred, and the end of the Fiscal Year comes, F&A distribution begins. For this example, the Research Finance Office has \$100,000 to be returned to academic units. These funds will be split in the following manner:

- **VCR Center** – 20% or **\$20,000**
- **College** total 60% or **\$60,000** broken out per routing designation:
 - Dr. Doe's College – 60% of the college allotment or \$36,000
 - Dr. Smith's College – 40% of the college allotment or \$24,000
- **Department** total 20% or **\$20,000** broken out per routing designation:
 - Dr. Doe's Dept – 60% of the department allotment or \$12,000
 - Dr. Smith's Dept – 40% of the department allotment or \$8,000

When a proposal will be submitted entirely through multiple VCR approved centers, please follow the process outlined below:

- A. Select “yes” to the question “Is this proposal being submitted through a VCR approved center?” and indicate the lead center, then allocate the appropriate % for each center and/or initiative involved. Allocation must total 100%.
- Only one Lead Center may be selected. If funded, the WBS will be established under this Lead Center and it will be the unit responsible for overall management of an award for this funded project.
 - The % Allocation will determine how the center credit and F&A will be distributed between each of the overarching centers for the proposal/award.

Center Information

Is this proposal being submitted through a VCR approved center?

☒ Yes
☐ No

* Center Name ⓘ

Nebraska Center for Virology [UNL] ▼

* Are there other VCR Approved Centers involved?

☒ Yes
☐ No

* Additional Centers ⓘ

Center for Brain, Biology and Behavior [UNL] ✕

Center Allocation

Center Name	* % Allocation ⓘ
Nebraska Center for Virology (lead)	60
Center for Brain, Biology and Behavior	40
Total	100

Example 2

There are two faculty members submitting a project, Drs. Doe and Smith, and each plan to do work within a different VCR Center. They also are each in a different department/college. The F&A Distribution Policy for each of their VCR Centers calls for the F&A return to be split 20% for the VCR

Center, 60% for the College(s) and 20% for the Department(s). They have agreed that Dr. Doe, as PI, is spending more time on this project than Dr. Smith, Co-I, so Dr. Doe's VCR Center will be the lead. The allocation between the centers, as well as the % credit and % F&A, should be split on a 60/40 basis.

On the routing form:

- VCR Center is selected as "Yes." Dr. Doe's VCR Center is indicated as the Lead Center and 60% is allocated, while Dr. Smith's VCR Center is allocated at 40%.
- In the Personnel and Allocations sections, Dr. Doe indicates her home department and college and the % credit and % F&A for her at 60%.
- In the Personnel and Allocations sections, Dr. Smith indicates his home department and college and the % credit and % F&A for him at 40%.

After an award is made, expenditures incurred, and the end of the Fiscal Year comes, F&A distribution begins. For this example, the Research Finance Office has \$100,000 to be returned to academic units. These funds will be split in the following manner:

- **VCR Centers – 20% or \$20,000**
 - Dr. Doe's VCR Center – 60% of the VCR Center allotment or \$12,000
 - Dr. Smith's VCR Center – 40% of the VCR Center allotment or \$8,000
- **College total 60% or \$60,000** broken out per routing designation:
 - Dr. Doe's College – 60% of the college allotment or \$36,000
 - Dr. Smith's College – 40% of the college allotment or \$24,000
- **Department total 20% or \$20,000** broken out per routing designation:
 - Dr. Doe's Dept – 60% of the department allotment or \$12,000
 - Dr. Smith's Dept – 40% of the department allotment or \$8,000

When a proposal will not be submitted through a VCR approved center, but there are investigators who are affiliated with a VCR approved center whose credit and F&A should follow the MOU defining that VCR Center's F&A distribution plan or the F&A Distribution Policy if no MOU exists, please follow the process outlined below:

- A. Select "no" to the question "Is this proposal being submitted through a VCR approved center?"
- B. When entering Investigators (key personnel), select the appropriate home department and college for each individual based on their appointment.
 - The VCR Center should NOT be indicated as the home department unless the individual is solely appointed within that unit.
 - If investigators have a split appointment, departments should be listed and the credit should be split between them according to the individual's appointed FTE.
 - For the investigators who are affiliated with a VCR Center answer "Yes" to the question "Should a VCR approved center get credit for this person's work on this proposal?" in the Add/Edit Other Personnel window and select the appropriate center or initiative from the drop-down list.
 - This distinction will alert the Office of Research to give both the center, and the college and department credit for the proposal, resulting in total credit greater than 100%.

- This distinction will also alert the Office of Research to follow the MOU defining that VCR Center's F&A distribution plan or the F&A Distribution Policy if no MOU exists for that portion of the proposal.

Add/Edit Other Personnel

* indicates a required field

* Person (searching UNL)

Search by typing First Name, Last Name or Email Address

* Department

* College

* Should a VCR approved center get credit for this person's work on this proposal?

☒ Yes
☐ No

* Center

Nebraska Center for Energy Sciences Research [UNL]

C. Give each investigator the appropriate % credit and % F&A for the project. The % credit and % F&A may be the same for each individual listed or the two amounts may differ, depending on the circumstances of the project.

- Be sure all parties agree on the % distribution before starting the routing in NuRamp.
- The % credit designation determines the academic credit for reports out of the system.
- The % F&A designation determines the percentage allocation of the college, department and/or faculty portion of the F&A distribution.

Example 3

The F&A Distribution Policy calls for the F&A return on a VCR Center to be split 20% for the VCR Center, 60% for the College(s) and 20% for the Department(s). There are two faculty involved from two different departments/colleges, Drs. Doe and Smith. They have agreed that Dr. Doe, as PI, is spending more time on this project than Dr. Smith, Co-I, and the % credit and % F&A should be split on a 60/40 basis. Dr. Smith is affiliated with a VCR center and Dr. Doe is not.

On the routing form:

- In the Personnel and Allocations sections, Dr. Doe indicates her home department and college and the % credit and % F&A for her at 60%.
- In the Personnel and Allocations sections, Dr. Smith indicates his home department and college and the % credit and % F&A for him at 40%. Dr. Smith also indicates that his VCR Center should also get credit for his work.

After an award is made, expenditures incurred and the end of the Fiscal Year comes, F&A distribution begins. For this example, the Research Finance Office has \$100,000 to be returned to academic units. These funds will be split in the following manner:

- Dr. Doe's College – 60% or \$60,000
- Dr. Smith's distribution of the remaining 40%, or \$40,000, follows the VCR Center split indicated previously at 60/20/20, which would break down as shown below:
 - Dr. Smith's College – 24% or \$24,000 (60% of \$40,000)
 - Dr. Smith's Department – 8% or \$8,000 (20% of \$40,000)
 - Dr. Smith's Center – 8% or \$8,000 (20% of \$40,000)