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NFRI
NONPROFIT FUNDER
RESEARCH INSTITUTION
PARTNERSHIP

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SESSION 1: RESEARCH PROJECT SUPPORT COSTS & INTEGRATION ACROSS RESOURCES

Vision for the NFRI partnership &
comprehensive “NFRI TOOLKIT”

Maryrose Franko
Cindy Hope

Educational materials

Dave Kennedy
Maryrose Franko

RPSCs & tools to incorporate RPSCs
into policy and practice

Patrick Clark, Heather Moore

RPSCs Examples, Definitions and Practice

**Diane Bovenkamp, Nancy Lewis,
Charles Greer**

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- Thank You (past/present contributors)
 - Culmination of many years' deliberation, collaboration, inspiration

NFRI RESEARCH PROJECT SUPPORT COSTS WORKGROUP

LEADS

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SUBCOMMITTEES AND LEADS

Toolkit

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Examples of RPSC

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Resources:

Education (of Funders and Research Institutions):

Maryrose Franko (HRA)
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Definitions, Examples, and Incorporate RPSCs into Practice

Diane Bovenkamp – Overview: *How Do I Use This?*

Nancy Lewis – Detailed Examples: *RPSCs Are Your Friends*

Charles Greer - Budgets: *Where the Road Meets the Rubber*

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RPSC Table of Contents

RPSC Definition: Costs that may be generally considered Indirect (F&A) Costs by government, nonprofit or other funding organizations, but may be considered Direct Costs (and be listed as a budget line item) if they are directly related to a specific aim or task within a funded project.

Research Project Support Costs (RPSC): Examples and Definitions
Nonprofit Funder-Research Institution Partnership

April 2020

Research Project Support Costs (RPSC): Examples and Definitions

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Executive Summary:

The Research Project Support Costs Workgroup of the Nonprofit Funder-Research Institution Partnership proudly presents to you this compendium of information that is the culmination of many years' deliberation, collaboration, and inspiration. We thank all who contributed to the in-person and offsite discussions and helped to write or edit this document or its predecessor excel spreadsheet. This truly was a joint effort. We hope that you find this information helpful.

What is a [Nonprofit Funder](#)? There are a broad range of organizations that fund biomedical research, including philanthropic organization, nonprofits, charities, non-governmental organizations, and other various types. Funders are often called [Sponsors](#). Keep in mind that the classifications of [RPSCs](#), definitions of [Funding Mechanisms](#), and other assumptions made in this document should be considered a guideline.

What is a [Research Institution](#)? There are a broad range of institutions that have been founded to conduct biomedical research, undertaken by employees who are scientists, clinicians, and other types of researchers and are also the applicants on applications that are submitted to your organization. It is to these institutions to which the funds are awarded by [Sponsors](#), [Nonprofit Funders](#) or other funding agencies.

What is a [Research Project Support Cost \(RPSC\)](#)? [RPSCs](#) are costs that may be otherwise considered [Indirect \(F&A\) Costs](#) by a governmental, nonprofit or other funding organization, but may be considered [Direct Costs](#) (and be listed as a budget line item) if they are directly related to a specific aim or task within a funded project. Many [Nonprofit Funders](#) who cannot provide a [Negotiated F&A Cost Rate](#), can provide much-needed support to the [Research Institution](#) through their grant mechanisms with these [RPSC](#) budget line items. In this document, we provide concrete examples with the goal to encourage better understanding, empathy, and enhancement of current and future communications and collaborations.

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Overview

- Conversion of information old excel doc into hyperlinked Word doc
- Each RPSC cross-referenced to particular Funding Mechanisms & Finance Budget Line Items
- Detailed Definitions: References for Clarity; Stand-alone
- Use document like a dictionary: use Ctrl F to search for terms of interest

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How Do I Use This? Research Institutions:

- reference to determine what RPSC is appropriate,
- what section of the submitted budget is appropriate,
- before applying for funding, you and/or the scientist/applicant check with Nonprofit Funder for their particular funding

Nonprofit Funders:

- Examples only/definitions are a guide
- You may already allow,
- you may be conducting research to add,
- or you may only want to inform yourself of what other Nonprofit Funders offer



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Guide for Nonprofit Funders:

How should individuals at [Nonprofit Funders](#) use this document?

Consider this document as a reference to determine what [RPSC](#) may be appropriate to request for a particular project, and what section of the submitted budget is appropriate for that particular [RPSC](#) to reside. You may already allow applicants to request [RPSCs](#), you may be conducting research to determine whether you would like to add this as an option to your awards, or you may only want to inform yourself of what other [Nonprofit Funders](#) offer in their awards. Whatever your purpose, we hope that you find this enlightening.

The information has been split into different sections, depending on your interest, and has been cross-referenced using colors, hyperlinks, and lists. Please note that most of the underlined, capitalized words have been hyperlinked to take a reader to another location in the document either to read a definition or to refer to another section. At the end of every section, there is a "Return to Table of Contents" hyperlink to bring you to the beginning of the document.

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Guide for Research Institutions:

How should individuals at [Research Institutions](#) use this document?

Consider this document as a reference to determine what [RPSC](#) is appropriate to request for a particular project, and what section of the submitted budget is appropriate for that particular [RPSC](#) to reside. It is recommended that before applying for funding, you and/or the scientist/applicant employed at your institution check with each [Nonprofit Funder](#) to obtain descriptions of their particular funding mechanisms and application guidelines.

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Detailed Examples: *RPSCs Are Your Friends*

Research Project Support Cost Examples (by General Categories)

The following **RPSC** examples in **Red** have been cross-referenced to **Finance Budget Line Items** in **Yellow** through a joint effort of the **NFRI** Examples of Research Project Support Costs Subcommittee of the Research Project Support Costs Workgroup and the Financial Reporting Subcommittee of the Streamlining Administrative Requirements Workgroup. In addition, each RPSC has been cross-referenced to a particular type of **Funding Mechanism** (in **Pink**) which represents the type of award or grant in which this RPSC may be present (although all **Nonprofit Funders** are different, and the information included is for discussion/guidance only and not an indication of how any organization or person thinks a particular cost should be classified). If a **Funding Mechanism** is not associated with a particular **RPSC**, it may mean that although the cost is directly allocable, it will not be included as a line item in the budget or reimbursed by the sponsor due to the nature of the funding. Please refer to the **Definitions** section for detailed explanations of each term (if a term is underlined with a capital letter at the beginning of every word, then it has a definition below). **RPSC** are costs that may be otherwise considered **Indirect (F&A) Costs** by government, nonprofit or other funding organization, but may be considered **Direct Costs** (and be listed as a budget line item) if they are directly related to a specific aim or task within a funded project.

A Office/General Purpose Supplies or Services

This refers to an office supply that is integral and specifically identifiable because it will be needed for a different purpose than usual and/or in a volume that is significantly beyond normal demand. For example, 200 rolls of paper towels needed for direct use in the funded experiment(s) might be charged directly as the amount is significantly greater and the use significantly different than normal lab/department needs. Postage that is significant and necessary for the conduct of the project may be considered direct rather than an indirect department operating expense. Devices such as an iPad that are indirect costs for normal, administrative use may be given to caregivers at home to monitor and track health for project purposes. Typically found in **Center Grants**, **Small, Pilot Grants**, **Symposium/Conference Support Grants** and **Traditional Project Grants**.

Finance Budget Line Items: 3 (Supply Costs), 5 (Other Costs)

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Detailed Examples: *RPSCs Are Your Friends*

Definitions:

Administrative Salaries and Related Fringe Benefits (C)

Often the work of personnel classified as administrative is integral and specifically identifiable to specific projects. Examples include managing substances/chemicals, managing and securing project-specific data, developing and maintaining protocols (human, animals, etc.), coordinating arrangements for an extensive amount of travel, and coordinating research subjects. Additionally, this may include tech transfer staff carrying out sponsor requirements and other tasks that are administrative in nature but specifically identifiable to developing the invention. [Center Grants](#), [Symposium/Conference Support Grants](#) and [Traditional Project Grants](#), may have a volume of activity and sufficient budget maximums to support administrative salaries allocable to them. Although, sponsor budget limits may not allow for these costs to be included in the proposed budget or directly charged to the project.

Allocable

Costs are allocated to projects directly, when they are specifically identifiable and integral to them, or indirectly, when beneficial but not specifically identifiable to them.

Allowable

Costs are allowable when allocable and not prohibited by the funder's policies. Not all allowable costs are fundable.

Capital Equipment

An article of tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

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Budgets: Where the Road Meets the Rubber

1. Personnel Costs

Personnel with charges applicable and allocable to the project.

C (Administrative Salaries and Related Fringe Benefits), D (General Administrative or Clerical Costs), E (Tech Transfer Costs), F (Research Compliance Costs), G (IT Computing/Data Storage Costs), M (International Costs/Awards/Grants), N (Project-Specific Audit Costs)

2. Consultant Costs

Consultants are individuals hired to give professional advice or services for a fee, but not as an employee of the Research Institution (RI) and they do not perform a portion of the programmatic work. Consultants are used to provide such advice or services when no other RI employee with like expertise or experience is available to participate in the proposed project.

C (Administrative Salaries and Related Fringe Benefits), E (Tech Transfer Costs), F (Research Compliance Costs), G (IT Computing/Data Storage Costs), M (International Costs/Awards/Grants), N (Project-Specific Audit Costs)

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Budgets: Where the Road Meets the Rubber

1	Sample Invoice Template				
2	Date:				Award No.:
3	Invoice Number:				Project Title:
4	Invoice period:				Period of Performance:
5	PI Name:				Institution Name:
6					
7	Budget Category	Approved Budget	Current Period Expenses	Cumulative Expensed to Date	Available Funds Remaining
8	1. Personnel Costs				
9	Salaries:				
10	Last Name, First Name 1				
11	Last Name, First Name 2				
12	Last Name, First Name 3				
13	Salaries				
14	Fringe Benefits				
15	Last Name, First Name 1				
16	Last Name, First Name 2				
17	Last Name, First Name 3				
18	Subtotal Personnel Costs				
19	2. Consultant Costs				
20	3. Supplies				
21	4. Travel				
22	4. Travel				
23	6. Equipment				
24	7. Consortium/Contractual Costs				
25	Total Direct Costs				
26	8. Indirect Costs				