

Indirect Cost Policy for Project Grants and Contracts for Applicant Organizations

Definition

Cohen Veterans Bioscience defines indirect cost as:

- Overhead expenses or ongoing operational costs incurred by the applicant organization on behalf of the organization's activities and projects, but that are not readily identified with any specific project.
- Administrative or other expenses which are not directly allocable to a particular activity or project.
- Expenses related to general operations of an organization that are shared among projects and/or functions.
- Basic examples include executive oversight, existing facilities costs, accounting, grant management, legal expenses, utilities, and technology support. To aid the interpretation of this definition, Cohen Veterans Bioscience has established examples for the use of our applicants and prospective applicants, which are included in Exhibit A.

Other Funding

Cohen Veterans Bioscience is a charitable entity and is not committed to matching the indirect cost rates of the U.S. government or other entities. We recognize that this means that: (a) some grantees may need to engage in cost-sharing between projects, tap into unrestricted funds, or conduct other fundraising to cover operations; or (b) some contractors may choose not to contract with Cohen Veterans Bioscience. We believe that our policy is consistent with that of many private foundations and certain government entities that have a flat or maximum rate that caps the amount an applicant institute can charge.

Maximum Indirect Cost Rates

The indirect cost rate may be approved anywhere from 0% to 15% as each project will be reviewed on a case by case basis.

Indirect cost rates for grants and contracts are subject to the following limitations.

- Indirect costs reimbursements = Rate%*Total Project Costs (incl. personnel, sub-contracts, supplies, equipment etc.). Reimbursed indirect costs are included in the amounts awarded by Cohen Veterans Bioscience not in addition to such amounts.
- Rates and limitations apply to both the primary applicant organization and any sub-grantees and sub-contractors.



Exhibit A

DIRECT COSTS

The following may be included as direct costs in both grants and contracts if Directly Attributable to the project:

- ❖ Salaries of employees
 - ❖ Can Include Project Management
 - ❖ Can include directly attributable administrative support, legal or account functions, with distinct and measured effort on the project.
- ❖ Fringe benefits of employees
- ❖ Travel for Employees
- ❖ Consultants
- ❖ Supplies directly related to project execution
- ❖ Sub-grants (defined as work sourced from the primary grantee to another organization, where funding is provided up front)
- ❖ Subcontracts (defined as work sourced from the primary grantee to another organization, where funding is provided in arrears)

The following may be included as direct cost in Grant only if directly attributable to the project and newly acquired specifically for the project:

- ❖ Equipment purchases unless such equipment will be used for other projects. [Note that all existing equipment would represent indirect costs.]
- ❖ Newly acquired information Technology equipment and support for the project unless such equipment will be used for other projects.

INDIRECT COSTS

- ❖ Existing facilities costs (e.g. rent, maintenance, etc.)
- ❖ Utilities for existing facilities
- ❖ Existing Information technology equipment and support (e.g. centralized IT systems, networks, etc.)
- ❖ Existing shared equipment
- ❖ Existing equipment maintenance
- ❖ Depreciation on equipment
- ❖ Insurance
- ❖ Communications expenses (e.g. phones, etc.)
- ❖ Administrative office supplies
- ❖ General administrative support:
 - ❖ Executive Management (CEO, COO, CFO, etc.)
 - ❖ Executive Administrators
 - ❖ General ledger and grant accounting
 - ❖ General financial management staff
 - ❖ Internal audit function
 - ❖ Institutional legal support
 - ❖ Research management personnel
 - ❖ Information technology support staff
 - ❖ Facilities support personnel
 - ❖ Scientific Support functions
 - ❖ Environmental health/safety personnel
 - ❖ Human Resources
 - ❖ Library & Information Support
 - ❖ Share procurement resources
 - ❖ General logistics support
 - ❖ Material management
 - ❖ Other shared resources not directly attributable to the project