F&A Return to OVCR Centers

This applies only to the OVCR centers, as identified on the proposal checklist:

1. The PI must check the Center Affiliation and obtain the Center Director’s signature.
2. If the Center Affiliation is signed, the PI must route the checklist to the OVCR for review and approval (by OVCR initials next to the Center Affiliation checkbox and Center Director signature).
3. This process must be followed, even in cases where the OVCR has given verbal approval to the PI for the F&A return. Otherwise, there is no auditable documentation to verify the F&A allocation.
4. The approved checklist will be the basis by which Grant and Contract Accounting sets the allocation for the F&A return.
5. If the OVCR does not approve the F&A return, this must be noted on the checklist beside the Center Affiliation checkbox and OVCR initials.
6. There can be no retroactive allocation of F&A. So it is important that the center allocation is determined at the time the checklist is routed.