### How to Apply the Correct F&A* Rate

**Quick Reference Guide**

*Facilities and Administrative Costs (Indirect Costs)*

### Determine Correct Project Categories:

<table>
<thead>
<tr>
<th>Location</th>
<th>Research FY 13-16</th>
<th>Instruction</th>
<th>Other Sponsored Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td>51.5%</td>
<td>52%</td>
<td>33.6%</td>
</tr>
<tr>
<td>Off-Campus</td>
<td>26.9% Adjacent**</td>
<td>26%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>27.6% Adjacent**</td>
<td>26%</td>
<td></td>
</tr>
</tbody>
</table>

**Rates in this chart for projects with Start Dates on or after 07/01/2012**


**Adjacent** = Activities performed within the community area of campus

### Determine if more than 50% of the project takes place in a building or on land that the University owns:

- **University owns:**
  - This includes space where university departments pay internal rent to NCSU Real Estate Office.

- **University does not own:**

### Determine Correct Project Categories:

- **On/Off Campus**
- **Research, Instruction, Public Service/Extension**

### Determine the type of project:

- **Research**
  - Investigation or experimentation aimed at the discovery of new knowledge or that builds upon existing knowledge. The creation of new knowledge and/or the use of existing knowledge in a new and creative way resulting in new concepts, methodologies and understandings.

- **Instruction**
  - The dissemination of knowledge or information through teaching and non-research training activities. These activities include developing or compiling course and curriculum materials/programs.

- **Other Sponsored Activities**
  - Disseminate known knowledge or processes. Service performed for the benefit of the public. A program that geographically extends the resources of the institution to entities or persons otherwise unable to take advantage of such resources.

### NOTE:

A reduced 10% F&A rate applies to certain projects at NCSU Centers or Institutes and Consortia with an industrial membership component. See SPARCS [Centers + Institutes](http://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-f-and-a/) page for more information.