



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation  
Central States Field Office

May 16, 2003

1301 Young Street, Room 732  
Dallas, Texas 75202  
(214)-767-3261  
FAX: (214)-767-3264

Mr. Thomas M. Rawson  
Vice Pres.- Administration and Finance  
Kansas State University  
102 Anderson Hall  
Manhattan, KS 66506-0108

Dear Mr. Rawson:

The original and one copy of a facilities and administrative cost Rate Agreement are enclosed. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for facilities and administrative costs on grants and contracts with the Federal Government.

Please have the original signed by an authorized representative of your organization and return it to me, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

In addition, we are enclosing the component breakdown of the facilities and administrative cost rate(s) as agreed to by both parties. Please sign this form and return it with the signed Rate Agreement.

A facilities and administrative cost proposal, together with supporting information, is required each year to substantiate claims made for facilities and administrative costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending June 30, 2008 is due in our office by December 31, 2008.

Thank you for your cooperation.

Sincerely,

Henry Williams  
Director  
Division of Cost Allocation  
Central States Field Office

RECEIVED

MAY 27 2003

V.P. FOR ADMINISTRATION  
AND FINANCE

Enclosures

PLEASE SIGN AND RETURN THE ORIGINAL OF THE RATE AGREEMENT

Controller's Office

MAY 30 2003

Sponsored Project Accounting

# COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN #: 1480771751A1

DATE: May 16, 2003

INSTITUTION:  
Kansas State University  
102 Anderson Hall  
Manhattan

KS 66506-0108

FILING REF.: The preceding  
Agreement was dated  
June 13, 2001

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

## SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES\*

RATE TYPES: FIXED      FINAL      PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/02	06/30/03	45.5	On Campus	Organized Research
PRED.	07/01/02	06/30/03	54.0	On Campus	Instruction
PRED.	07/01/02	06/30/03	39.0	On Campus	Branch Station
PRED.	07/01/02	06/30/03	34.0	On Campus	Public Services
PRED.	07/01/02	06/30/07	26.0	Off Campus	All Programs
PRED.	07/01/03	06/30/07	46.0	On Campus	Organized Research
PRED.	07/01/03	06/30/07	46.0	On Campus	Instruction
PRED.	07/01/03	06/30/07	37.5	On Campus	Branch Station
PRED.	07/01/03	06/30/07	36.5	On Campus	OSA/Extension
PROV.	07/01/07	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2007.		

**\*BASE:**

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.



INSTITUTION:  
Kansas State University

AGREEMENT DATE: May 16, 2003

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SECTION II: SPECIAL REMARKS

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TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

Equipment Definition -

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

FRINGE BENEFITS:

FICA  
TIAA/CREF  
Retirement  
Disability Insurance  
Worker's Compensation  
Life Insurance  
Unemployment Insurance  
Health Insurance  
Dental Insurance  
Severance Allowance

INSTITUTION:  
Kansas State University

AGREEMENT DATE: May 16, 2003

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Kansas State University

(INSTITUTION)

(SIGNATURE)

Keith L. Ratzloff

(NAME)

Assistant Vice Pres./Controller

(TITLE)

June 4, 2003

(DATE)

BY THE COGNIZANT AGENCY

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Henry Williams

(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION-

(TITLE) CENTRAL STATES FIELD OFFICE

May 16, 2003

(DATE) 7033

HHS REPRESENTATIVE: James R. Nolan

Telephone: (214) 767-3529

# COMPONENTS OF PUBLISHED F&A COST RATE

INSTITUTION: **KANSAS STATE UNIVERSITY**

FY COVERED BY RATE: **7/1/03 - 6/30/07**

## ORGANIZED RESEARCH

RATE COMPONENT:	<u>ON</u>	<u>OFF</u>
Building Depreciation	3.0	
Equipment Depreciation	3.8	
Interest	0.2	
Operation & Maintenance	11.7	
Library	1.3	
Administration	26.0	26.0
TOTAL	<u>46.0</u>	<u>26.0</u>

## CONCURRENCE:

KANSAS STATE UNIVERSITY

(Institution)



(Signature)

Keith L. Ratzloff

(Name)

Assistant Vice Pres./Controller

(Title)

June 4, 2003

(Date)