

UNIVERSITY OF
SOUTH FLORIDA

March 9, 2007

Mr. Jay Mervis
Division of Health and Human Services
Cohen Building, Room 1067
330 Independence Avenue, S.W.
Washington, DC 20201

Dear Mr. Mervis:

Enclosed please find the University of South Florida Cost Accounting Standards Board (CASB) Disclosure Statement (DS-2) which has been revised based on adequacy audit performed by the Defense Contract Audit Agency last fall. Please note the following:

1. All sections that have been revised are identified
2. Part VII was not completed because USF does not consider itself to be a system with two or more segments.

The information in this disclosure statement reflects the University of South Florida and the University of South Florida Research Foundation's current accounting practices.

Thank you for allowing us the time to complete this revision. Please let us know if you have any questions or need additional information.

Sincerely,

Priscilla Pope
Associate Vice President for Research

cc: Dr. Carl Carlucci, President, USF Research Foundation
Trudie Frecker, Associate Vice President for Administrative Affairs
Dr. Robert Chang, Vice President for Research
Nick Trivunovich, University Controller

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		INDEX UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06
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COST ACCOUNTING STANDARDS BOARD

**DISCLOSURE STATEMENT
REQUIRED BY PUBLIC LAW 100-679
EDUCATIONAL INSTITUTIONS**

GENERAL INSTRUCTIONS

**UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY
OF SOUTH FLORIDA RESEARCH FOUNDATION,
INC.**

Revision no.1, effective 1/1/06

1. This Disclosure Statement has been designed to meet the requirements of Public Law 100-679, and persons completing it are to describe the Educational institution and its cost accounting practices. For complete regulations, instructions and timing requirements concerning submission of the Disclosure Statement, refer to Section 9903.202 of Chapter 99 of Title 48 CFR (48 CFR 9903).
2. Part I of the Statement provides general information concerning each reporting unit (e.g., segments, business units, and central system or group (intermediate administration) offices). Parts II through VI pertain to the types of costs generally incurred by the segment or business unit directly performing under federally sponsored agreements (e.g., contracts, grants and cooperative agreements). Part VII pertains to the types of costs that are generally incurred by a Central or Group office and are allocated to one or more segments performing under federally sponsored agreements.
3. Each segment or business unit required to disclose its cost accounting practices should complete the Cover Sheet, the Certification, and Parts I through VI.
4. Each central or group office required to disclose its cost accounting practices for measuring, assigning and allocating its costs to segments performing under federally sponsored agreements should complete the Cover Sheet, the Certification, Part I and Part VII of the Disclosure Statement. Where a central or group office incurs the types of cost covered by Parts IV, V and VI, and the cost amounts allocated to segments performing under federally sponsored agreements are material, such office(s) should complete Parts IV, V, or VI for such material elements of cost. While a central or group office may have more than one reporting unit submitting Disclosure Statements, only one Statement needs to be submitted to cover the central or group office operations.
5. The Statement must be signed by an authorized signatory of the reporting unit.
6. The Disclosure Statement should be answered by marking the appropriate line or inserting the applicable letter code that describes the segment's (reporting unit's) cost accounting practices.
7. A number of questions in this Statement may need narrative answers requiring more space than is provided. In such instances, the reporting unit should use the attached continuation sheet provided. The continuation sheet may be reproduced locally as needed. The number of the question involved should be indicated and the same coding required to answer the questions in the Statement should be used in presenting the answer on the continuation sheet. Continuation sheets should be inserted at the end of the pertinent Part of the Statement. On each continuation sheet, the reporting unit should enter the next sequential page number for that Part and, on the last continuation sheet used, the words "End of Part" should be inserted after the last entry.
8. Where the cost accounting practice being disclosed is clearly set forth in the institution's existing written accounting policies and procedures, such documents may be cited on a continuation sheet and incorporated by reference to the pertinent Disclosure Statement Part. In such cases, the reporting unit should provide the date of issuance and effective date for each accounting policy and/or procedures document cited. Alternatively, copies of the relevant parts of such documents may be attached as appendices to the pertinent Disclosure Statement Part. Such continuation sheets and appendices should be labeled and cross-referenced with the applicable Disclosure Statement item number. Any supplementary comments needed to fully describe the cost accounting practice being disclosed should also be provided.
9. Disclosure Statements must be amended when disclosed practices are changed to comply with a

COST ACCOUNTING STANDARDS BOARD

**DISCLOSURE STATEMENT
REQUIRED BY PUBLIC LAW 100-679
EDUCATIONAL INSTITUTIONS**

PART I - GENERAL INSTRUCTIONS

**UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY
OF SOUTH FLORIDA RESEARCH FOUNDATION,
INC.**

Revision no.1, effective 1/1/06

- 0.1 Educational Institution
- 0.2 (a) Name: University of South Florida and the University of South Florida Research Foundation
- 0.3 (b) Street Address: 4202 East Fowler Avenue
- 0.4 (c) City, State and ZIP Code: Tampa, Florida, 33620
- 0.5 (d) Division or Campus of (if applicable)

Reporting Unit is: (Mark one.)

- A. Independently Administered Public Institution
- B. Independently Administered Nonprofit Institution
- C. Administered as Part of a Public System
- D. Administered as Part of a Nonprofit System
- E. Other (Specify) The University of South Florida System is administered as part of a public system – the State University System (SUS) of Florida. The University of South Florida System is a multi-campus system comprising several Tampa and regional campuses and the USF Health Sciences Center. The University of South Florida Research Foundation is administered as a nonprofit corporation statutorily authorized as a direct support organization of the University of South Florida.

Official to Contact Concerning this Statement:

- Revised 5/31/20 (a) Name and Title: Keith Anderson M.Sc, Assistant Vice President for Research, USF
- (b) Phone Number (include area code and extension): (813) 974-4064

Statement Type and Effective Date:

A. (Mark type of submission. If a revision, enter number)

(a) Original Statement

(b) Amended Statement; Revision No. 1

B. Effective Date of this Statement: July 1, 2020

Statement Submitted To (Provide office name, location and telephone number, include area code and extension):

A. Cognizant Federal F&A Cost Neg.: DHHS

Revised 5/31/20 Department of Health and Human Services
Cost Allocation

**COST ACCOUNTING STANDARDS BOARD
DISCLOSURE STATEMENT
REQUIRED BY PUBLIC LAW 100-679
EDUCATIONAL INSTITUTIONS**

**COVER SHEET AND CERTIFICATION
UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY
OF SOUTH FLORIDA RESEARCH FOUNDATION,
INC.
Revision no.1, effective 1/1/06**

NOTE: The Disclosure Statement has been prepared to cover both the University of South Florida and the University of South Florida Research Foundation, Inc. All responses apply to both entities unless a separate answer is given for the University of South Florida Research Foundation, Inc.

CERTIFICATION

I certify that to the best of my knowledge and belief this Statement, as amended in the case of a Revision, is the complete and accurate disclosure as of the date of certification shown below by the above-named organization of its cost accounting practices, as required by the Disclosure Regulations (48 CFR 9903.202) of the Cost Accounting Standards Board under 41 U.S.C. § 422.

Date of Certification: _____

(Signature)

Keith Anderson, M.Sc.

(Print or Type name)

Assistant Vice President for Research, USF (Title)

University of South Florida
(Organization)

(Signature)

Paul R. Sanberg, Ph.D., D.Sc.

(Print or Type Name)

President of USF Research Foundation
(Title)

University of South Florida Research Foundation, Inc.
(Organization)

THE PENALTY FOR MAKING A FALSE STATEMENT IN THIS DISCLOSURE
IS PRESCRIBED IN 18 U.S.C. § 1001

Revised
5/31/20

Revised
5/31/20

Revised
5/31/20

1.2.0
Revised
3/6/07

Integration of Cost Accounting with Financial Accounting. The cost accounting system is:
(Mark one. If B or C is marked, describe on a continuation sheet the costs which are accumulated on memorandum records.)

A. Integrated with financial accounting records (Subsidiary cost accounts are all controlled by general ledger control accounts.)

B. Not integrated with financial accounting records (Cost data are accumulated on memorandum records.)

C. Combination of A and B

Financial records that support direct charges to grants, contracts and cooperative agreements are fully integrated with the University's accounting system. Administrative costs from the State of Florida and the State University System Board of Governors are allocated to USF and recorded by summary journal entry to the USF financial statements. Other specific costing mechanisms that are not fully integrated into the financial system are:

- Departmental administration which is calculated through use of direct cost equivalents.
- Certain operation and maintenance costs specifically identified to buildings which are based on utility meters and a work order management system in Facilities Planning.
- Depreciation on assets is calculated in a subsidiary system that is not fully integrated with the financial system.

Revised
5/31/20

The efacs® system is used to calculate the Facilities and Administrative rate.

1.3.0	<p><u>Unallowable Costs.</u> Costs that are not reimbursable as allowable costs under the terms and conditions of Federally sponsored agreements are: (Mark one)</p> <p>A. ____ Specifically identified and recorded separately in the formal financial accounting records. *</p> <p>B. ____ Identified in separately maintained accounting records or workpapers. *</p> <p>C. ____ Identifiable through use of less formal accounting techniques that permit audit verification. *</p> <p>D. <u> X </u> Combination of A, B or C *</p> <p>E. ____ Determinable by other means. *</p>
Revised 5/31/20	<ol style="list-style-type: none"> 1. Activities identified in Title 2 CFR200 as unallowable, are segregated into chartfields established specifically to capture and record such costs in the formal accounting system. 2. Designated personnel review the allowability of costs on vouchers presented for payment. 3. As part of the F&A cost proposal preparation, a review is conducted of costs, by general ledger code classification, in administrative and academic departments and those costs are segregated and moved to other institutional activities.
1.3.1 Revised 3/6/07	<p><u>Treatment of Unallowable Costs.</u> (Explain on a continuation sheet how unallowable costs and directly associated costs are treated in each allocation base and indirect expense pool, e.g., when allocating costs to a major function or activity; when determining indirect cost rates; or, when a central office or group office allocates costs to a segment.)</p> <p>Separate general ledger codes of expense have been established in the formal accounting records to capture/record unallowable expenses.</p> <p>Unallowable costs are excluded from allocable indirect cost pools and are not charged to federally sponsored agreements.</p> <p>In order that unallowable costs and activities receive an appropriate allocation of the overhead costs of the University, such costs are assigned to the other institutional activities base.</p>
1.4.0	<p><u>Cost Accounting Period:</u> <u>July 1 to June 30</u></p>
1.5.0	<p><u>State Laws or Regulations.</u> Identify on a continuation sheet any State laws or regulations which influence the institution's cost accounting practices, e.g., State administered pension plans, and any applicable statutory limitations or special agreements on allowance of costs.</p>
<p>CONTINUATION SHEET</p>	

Revised
3/6/07

A. State Cost Allocation Plan

Costs incurred by the State of Florida and the State University System are identified in a cost allocation plan that is submitted to, audited, and approved by the cognizant Federal audit agency. Costs allocated to the University of South Florida by this plan are recognized in the annual indirect cost rate proposal in the appropriate indirect cost pools.

B. State Purchasing Regulations

The University of South Florida follows the State of Florida purchasing regulations. These regulations have been incorporated into the operating procedures of the university. Any changes to the current regulations made by the State of Florida could influence the activities of the purchasing department and the acquisition of goods and services.

The University of South Florida Research Foundation is a direct support organization of the University and follows expenditure guidelines authorized by the University of South Florida for non-State appropriated local funds. The guidelines are incorporated into the operating procedures of the USF Research Foundation.

C. Travel Regulations

Revised
5/31/20

Most USF travel requirements are based either directly or indirectly on the provisions of F.S. 112.061. For travel on State of Florida grants and contracts, the University follows the State of Florida travel regulations. Certain grants may contain provisions that may limit the amount and type of reimbursable expenditures. When the maximum amount allowable for reimbursement of travel expense under the sponsored project and the maximum amount allowed by USF director are different, the lesser of the two shall apply. If a sponsored project stipulates payment of rates less than the University's allowances, an explanation is entered into the comment field of the expense report and a copy of the relevant language is included in the expense report. For international travel, refer to International Travel Policy 10-507. Any exceptions to those requirements are granted by Sponsored Research with consultation of General Counsel on a case-by-case basis.

The University of South Florida Research Foundation is a direct support organization of the University and follows travel guidelines authorized by the University of South Florida for non-State appropriated local funds. These guidelines are incorporated into the expenditure guidelines of the University and the operating procedures of the USF Research Foundation.

D. Pension Plans

The University of South Florida participates in the State of Florida Retirement System (FRS). Certain professorial and professional employees are offered an Optional Retirement Plan (ORP). Changes to the current plan as initiated by the state could influence participating populations.

End of Part I

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART II – DIRECT COSTS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06
Item No.	Item Description
	<p style="text-align: center;">Instructions for Part II</p> <p>Institutions should disclose what costs are, or will be, charged directly to federally sponsored agreements or similar cost objectives as Direct Costs. It is expected that the disclosed cost accounting practices (as defined at 48 CFR 9903.302-1) for classifying costs either as direct costs or indirect costs will be consistently applied to all costs incurred by the reporting unit.</p>
2.1.0	<p><u>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For all major categories of cost under each major function or activity such as, instruction, organized research, other sponsored activities and other institutional activities, describe on a continuation sheet, your criteria for determining when costs incurred for the same purpose, in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives. Particular emphasis should be placed on items of cost that may be treated as either direct or indirect costs (e.g., supplies, materials, salaries and wages, fringe benefits, etc.) depending upon the purpose of the activity involved. Separate explanations on the criteria governing each direct cost category identified in this Part II are required. (Also, list and explain if there are any deviations from the specified criteria).</p>
Revised	CONTINUATION SHEET

CRITERIA FOR DETERMINING DIRECT COSTS

Revised
5/31/20

In Accordance with 2CFR 200, the University of South Florida defines direct costs as those costs that can be identified with a particular sponsored project, instructional activity, or any other institutional or training activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Direct costs are charged to federally sponsored agreements or similar cost objectives when they are:

1. Reasonable and necessary for the performance of the project.
2. Allocable to the project. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost is allocated to the projects based on the proportional benefits.
3. Consistently treated in like circumstances as a direct charge for all other federally funded projects or similar cost objectives. In the event of an exception, the University requires a written justification be prepared. Such exceptions might include clerical and administrative salaries such as those associated with center/core grants and other large projects requiring surveys, the building of data registries, and projects conducted remotely off campus. (See exceptions noted under Indirect Costs.)
4. Allowable under 2CFR 200 Subpart C, agency guidelines and provisions of the specific awards.

Major direct charge cost categories are:

1. Personal Services (includes salaries, wages and fringe benefits) for those working directly on the project.
2. Direct Materials used to benefit the project
3. Other Direct Costs that benefit the project (for example, services)

The University of South Florida uses restricted fund codes to segregate and identify costs that benefit sponsored projects (Sponsored Research, Sponsored Instruction and Other Sponsored Activities). Each sponsored project is assigned a unique project number to track the direct costs that benefit that project in the financial records.

Segregation of direct costs between Federally sponsored agreements and other cost objectives. The University of South Florida uses Fund, Sponsor and Project codes to identify and segregate the direct costs for each Federally sponsored project from those costs accumulated for other cost objectives (e.g., Instruction).

CRITERIA FOR DETERMINING INDIRECT COSTS

The University of South Florida charges indirect costs in accordance with 2CFR 200 which states, *“Facilities and administrative (F&A) costs, for the purpose of this Circular, means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. F&A costs are synonymous with “indirect” costs.”*

Identification and assignment of F&A costs

<p>2.2.0</p> <p>Revised 3/6/07</p>	<p><u>Description of Direct Materials.</u> All materials and supplies directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the principal classes of materials which are charged as direct materials and supplies.)</p> <p style="text-align: center;">CONTINUATION SHEET</p> <p>The principal classes of materials and supplies charged directly to federally sponsored agreements or similar cost objectives include lab supplies, non-capital equipment, special purpose computer software, animal purchases, animal per diem costs, and hardware and parts used for the fabrication of equipment. Additional material or supply costs which are normally charged indirectly may be charged directly under the circumstances described in 2.1.0.</p>
<p>2.3.0</p>	<p><u>Method of Charging Direct Materials and Supplies.</u> (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>Direct Purchases for Projects are charged to Projects at:</p> <p>A. <input type="checkbox"/> Actual Invoiced Costs</p> <p>B. <input checked="" type="checkbox"/> Actual Invoiced Costs Net of Discounts Taken</p> <p>Y. <input type="checkbox"/> Other(s) *</p> <p>Z. <input type="checkbox"/> Not Applicable</p>
<p>2.3.2</p> <p>Revised</p> <p>Revised 3/6/07</p>	<p>Inventory Requisitions from Central or Common, Institution-owned Inventory. (Identify the inventory valuation method used to charge projects):</p> <p>A. <input checked="" type="checkbox"/> First In, First Out</p> <p>B. <input type="checkbox"/> Last In, First Out</p> <p>C. <input type="checkbox"/> Average Costs¹</p> <p>D. <input type="checkbox"/> Predetermined Costs¹</p> <p>Y. <input type="checkbox"/> Other(s)¹</p> <p>Z. <input type="checkbox"/> Not Applicable</p> <p>¹Describe on a Continuation Sheet</p> <p style="text-align: center;">CONTINUATION SHEET</p> <p>The costing method used to charge projects approximates the first in, first out method of valuation.</p>

2.4.0 Revised 3/6/07	<p>Description of Direct Personal Services. All personal services directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the personal services compensation costs, including applicable fringe benefits costs, if any, within each major institutional function or activity that are charged as direct personal services.)</p>
	<p>In addition to regular salaries, wages and fringe benefits, the following types of compensation are charged directly:</p>
	<p>Vacation (Annual Leave): Employees earn vacation leave on a biweekly basis. Upon termination of employment, unused leave is paid out to the employee at the employee's ending hourly rate of pay.</p>
Revised 5/31/20	<p>Sick Leave: Employees earn sick leave on a biweekly basis. Upon separation from employment, payment of up to 25% of the unused balance up to a total of 480 hours is made to eligible employees who were employed prior to January 1, 2014 (requires at least 10 years of service) at the employee's ending rate of pay.</p>
Revised 5/31/20	<p>Charges for sick and annual leave are handled on a cash basis, e.g., they are made to pay sources at time leave benefits are paid to employees. 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 are not made for the cost of these paid absences, except for terminal leave pay which is included in the benefits rate and is paid out after separation of employment.</p>
Revised 5/31/20	<p>Sick Leave Pool: The University has established a voluntary program under which employees may receive sick benefit leave in excess of the amount of time that would normally accrue. Employees may join the sick leave pool by donating a specified number of accrued but unused sick leave hours. After depleting all individually accrued leave due to a personal, covered medical condition an employee who is a member of the Pool is eligible to receive full salary payment for up to 320 hours.</p>
	<p>Fringe Benefit Leave Pool: Fringe Benefits include: Workers' Compensation, Unemployment Insurance, and Terminal Leave Pay. Other employee benefits, such as FICA, Retirement, Health Insurance, and Life Insurance are charged based on actual incurred costs.</p>
Revised 3/6/07	<p>Sabbatical Leave: Faculty may be eligible for a sabbatical leave. Some Faculty and A&P employees may be eligible for professional development leave with pay.</p>
	<p>Compensatory Leave: Some employees are eligible to accrue compensatory leave in lieu of time-and-a-half pay for overtime. They may receive a cash out of the accrued compensatory leave under specified circumstances upon separation from service at USF.</p>
<p>CONTINUATION SHEET</p>	

Description of Direct Personal Services

Revised
5/31/20

Direct personal services costs consist of salaries, wages and fringe benefits (F.B.) for: faculty (including research scientists and principal investigators); allowable administrative and professional university support personnel; technical personnel; temporary employees; and student employees. Such services are charged directly, as defined in Section 2.1.0. Salaries and wages are charged directly to benefiting sponsored agreements based on information in the University's GEMS system. Employees working on more than one project have their salary and fringe benefits allocated based on their effort; this allocation is supported by effort reporting.

The University shares the services of certain University faculty members. The University is reimbursed by its affiliates for these faculty salaries.

DIRECT PERSONAL SERVICES PERFORMED FOR EACH MAJOR FUNCTION

1. Major functions of an institution refers to instructions, organized research, other sponsored activities and other institutional activities as defined below.
 - a. **Instruction** means the teaching and training activities of an institution. Except for research training as provided in subsection b, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Also considered part of this major function is departmental research.
 - i. **Sponsored instruction and training** means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.
 - ii. **Departmental research** means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.
 - b. **Organized Research** means all research and development activities of an institution that are separately budgeted and accounted for. It includes:
 - i. **Sponsored research** means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function

2.5.0 Revised 3/6/07	<p><u>Method of Charging Direct Salaries and Wages.</u> (Mark the appropriate line(s) for each Direct Personal Services Category to identify the method(s) used to charge direct salary and wage costs to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, fully describe on a continuation sheet, the applicable methods used.)</p>				
<u>Direct Personal Services Category</u>					
	<table border="1"> <thead> <tr> <th data-bbox="980 407 1101 506"><u>Faculty</u> (1)</th> <th data-bbox="1101 407 1205 506"><u>Staff</u> (2)</th> <th data-bbox="1205 407 1341 506"><u>Students</u> (3)</th> <th data-bbox="1341 407 1468 506"><u>Other¹</u> (4)</th> </tr> </thead> </table>	<u>Faculty</u> (1)	<u>Staff</u> (2)	<u>Students</u> (3)	<u>Other¹</u> (4)
<u>Faculty</u> (1)	<u>Staff</u> (2)	<u>Students</u> (3)	<u>Other¹</u> (4)		
A. Payroll Distribution Method (Individual time card/actual hours)					
B. Plan - Confirmation (Budgeted planned or assigned work activity, updated to reflect significant changes)					
C. After-the-fact Activity Records (Percentage Distribution of employee activity)	<table border="1"> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> </table>	X	X	X	X
X	X	X	X		
D. Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)					
Y. Other(s)					
2.5.1	<p><u>Salary and Wage Cost Distribution Systems.</u></p> <p>Within each major function or activity, are the methods marked in Item 2.5.0 used by all employees compensated by the reporting unit? (If "NO", describe on a continuation sheet, the types of employees not included and describe the methods used to identify and distribute their salary and wage costs to direct and indirect cost objectives.)</p> <p style="padding-left: 40px;"><u> X </u> Yes</p> <p style="padding-left: 40px;"><u> </u> No</p>				
2.5.2	<p><u>Salary and Wage Cost Accumulation System</u></p> <p>(Within each major function or activity, are the methods marked in Item 2.5.0 used by all employees compensated by the reporting unit? (If "NO", describe on a continuation sheet, the types of employees not included and describe the methods used to identify and distribute their salary and wage costs to direct and indirect cost objectives.)</p>				
CONTINUATION SHEET					

Revised
3/6/07

PAYROLL SYSTEM

Revised
5/31/20

Hours worked are certified in the payroll system (currently GEMS) each pay period (currently bi-weekly) by a departmental administrator for the purpose of paying employees.

For hourly employees (compensated for all hours worked) all hours worked are recorded in the payroll system. For salaried employees, only the FTE (up to 1 FTE which is recognized in our payroll system as 40.0 hours per week) of the job is tracked in the system in order to determine payment, not actual hours worked. The paid FTE is the basis for payroll and benefits calculations. For salaried faculty who are approved to take on more than a full time assignment (FTE greater than 1) for a semester, the additional assignment is recorded as a separate job and all work and costs are separately tracked.

Revised
5/31/20

The bi-weekly salary/wage payment is calculated based on information from the GEMS system and recorded to the employee's pay distribution accounts. The University distributes pay registers to provide detailed payroll data to each department for review and reconciliation of hours paid during each biweekly pay cycle of every employee.

Revised
5/31/20

The University payroll system updates the university financial system (currently GEMS) electronically. The University Payroll Department reconciles University payroll transactions/ financial records that are reported in GEMS to the University's financial system on a total dollar basis by pay and deduction type.

In addition, each department representative is required to reconcile hours in their payroll certification documents to the payroll records (pay registers). This ensures that salary/wage/ payments are accurately recorded for their department. When corrections are needed (e.g. a payroll input error is discovered) the department makes adjustments to accurately reflect payroll activity/transactions.

The departments are required to make any necessary corrections or adjustments to the payroll records in a timely manner (as quickly as possible, but no later than within 90 days of discovering the error) to accurately reflect where effort was expended.

EFFORT REPORTING SYSTEM

Charges to sponsored agreements and other cost objectives are based on effort. The University uses the "after the fact reporting" method to certify effort at the end of each semester.

After the Fact Activity Reports

The University's Personnel Effort Reporting Tool (PERT) is a web-based system that is integrated with PeopleSoft and provides the mechanism to document effort performed on sponsored research projects.

PERT generates effort reports on a semester basis three times per year. In generating the

2.6.0

Description of Direct Fringe Benefits Costs.

All fringe benefits that are attributable to direct salaries and wages and are charged directly to Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet all of the different types of fringe benefits which are classified and charged as direct costs, e.g., actual or accrued costs of vacation, holidays, sick leave, sabbatical leave, premium pay, social security, pension plans, post-retirement benefits other than pensions, health insurance, training, tuition, tuition remission, etc.)

CONTINUATION SHEET

Revised
3/6/07

The University uses specific identification as the method of identifying fringe benefit expenses. There are two general classifications: temporary and permanent employees.

Revised
5/31/20

Except as noted, all employees working over 30 hours receive medical benefits; permanent employees are eligible for leave. Temporary employees do not receive leave benefits and temporary employees working less than 30 hours do not receive medical benefits.

LEAVE

Annual Leave – Eligible employees earn annual vacation leave on a biweekly basis. Upon termination of employment, unused leave up to a specified amount based on pay plan is paid out to the employee at the employee’s ending hourly rate of pay.

Revised
5/31/20

Sick – Employees earn sick leave on a biweekly basis. Upon separation from employment, payment of up to 25% of the unused balance up to a total of 480 hours is made to eligible employees who were employed prior to January 1, 2014 (requires at least 10 years of service) at the employee’ ending rate of pay.

Revised
5/31/20

Holiday – Eligible employees are eligible for holiday pay based on the University’s approved holiday schedule.

Revised
5/31/20

Compensatory – Some employees are eligible to accrue compensatory leave in lieu of time-and-half pay for overtime. They may receive a cash out of the accrued compensatory leave under specified circumstances upon separation from service at USF or change to a different pay plan or status.

Charges for leave are handled on a cash basis, e.g., they are made to pay sources at time leave benefits are paid to employees.

University Sick Leave Pool – The University has established a voluntary program under which employees may receive sick benefit leave in excess of the amount of time that would normally accrue. Employees may join the sick leave pool by donating a specified number of accrued but unused sick leave hours. After depleting all individually accrued leave due to a personal, covered medical condition an employee who is a member of the Pool is eligible to receive full salary payment for up to 320 hours.

Revised
5/31/20

Terminal Leave Pool included in Limited Fringe Benefits Rate – With the approval of DHHS, the University established a limited Fringe Benefits Rate including a “terminal leave pool” for sponsored projects and related research funding sources for vacation and sick leave costs accrued upon separation of employment.

Revised
5/31/20

OTHER FRINGE BENEFITS

2.6.1	<p><u>Method of Charging Direct Fringe Benefits.</u></p> <p>(Describe on a continuation sheet, how each type of fringe benefit cost identified in item 2.6.0. is measured, assigned and allocated (for definitions, See 9903.302-1); first, to the major functions (e.g. instruction, research); and, then to individual projects or direct cost objectives within each function.)</p>
Revised 3/6/07	<p style="text-align: center;">CONTINUATION SHEET</p> <p>In May 1999, the University implemented a new Human Resource/Payroll Information system that charges fringe benefits to accounts in the same proportion as salary/wages paid from those accounts. Fringe benefit expense is identified and calculated on a specific identification basis. The cost of fringe benefit expenses for each employee is calculated based on the menu of benefits' options selected by each employee. The cost of workers' compensation expense is distributed based on a percentage of all salaries since it would be impractical to cost an individual basis.</p> <p>Health insurance, life insurance, health subsidy and worker's compensation are based on accrual accounting.</p>
2.7.0	<p><u>Description of Other Direct Costs.</u></p> <p>All other items of cost directly identified with federally sponsored agreements or similar cost objectives. (List on a continuation sheet the principal classes of other costs which are charged directly, e.g., travel, consultants, services, subgrants, subcontracts, malpractice insurance, etc.)</p>
Revised 3/6/07	<p style="text-align: center;">CONTINUATION SHEET</p>
Revised 5/31/20	<p>The principal classes of other costs charged to Federally sponsored agreements or similar cost objectives are:</p> <ul style="list-style-type: none"> Equipment (computer & other) with a cost less than the capital threshold of 5,000. Travel Subcontracts Communication Consultants Lab animal care Service center recharges Patient care Consumable supplies

2.8.0

Cost Transfers.

When Federally sponsored agreements or similar cost objectives are credited for cost transfers to other projects, grants or contracts, is the credit amount for direct personal services, materials, other direct charges and applicable indirect costs always based on the same amount(s) or rate(s) (e.g., direct labor rate, indirect costs) originally used to charge or allocate costs to the project (Consider transactions where the original charge and the credit occur in different cost accounting periods). (Mark one, if “No”, explain on a continuation sheet how the credit differs from original charge.)

Yes

No¹

CONTINUATION SHEET

Revised
3/6/07

When costs are transferred from one department/project to another, the direct costs that are transferred are the same as the original amount charged. In most cases, indirect costs associated with the direct cost transfer are the same as the original amount charged; however at USF the charging of indirect costs in an automated process, that is based on the current negotiated F&A rate in effect at the time of the transfer. It is possible for cost transfers that cross fiscal years to be burdened with an indirect charge that is different from the original charge. The differences, if any, will not result in a material impact on federal awards.

The University has a cost transfer policy that requires that any errors/adjustments be made within 90 days.

Y-Other

2.9.0

Interorganizational Transfers.

This item is directed only to those materials, supplies, and services which are, or will be transferred to you from other segments of the educational institution. (Mark the appropriate line(s) in each column to indicate the basis used by you as transferee to charge the cost or price of interorganizational transfers or materials, supplies, and services to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, explain on a continuation sheet.)

	<u>Materials</u>	<u>Supplies</u>	<u>Services</u>
	(1)	(2)	(3)
A. At full cost <u>excluding</u> indirect costs attributable to group central office expenses.			
B. At full cost <u>including</u> indirect costs attributable to group or central office expenses.			
C. At established catalog or market price or prices based on adequate competition.			

	D. Other(s) ¹	X	X	X
	E. Interorganizational transfers are not applicable			
	CONTINUATION SHEET			
Revised 3/6/07				
Revised 5/31/20	<p>The University also provides personnel and equipment to the USF Research Foundation. These services are provided at cost, excluding indirect cost. The Research Foundation owns certain buildings in which space is leased to the University of South Florida. The expense associated with the leases (based on market value) is eliminated from the F&A proposal.</p>			

End of Part II

<p align="center">COST ACCOUNTING STANDARDS BOARD</p> <p align="center">DISCLOSURE STATEMENT</p> <p align="center">REQUIRED BY PUBLIC LAW 100-679</p> <p align="center">EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART III – INDIRECT COSTS</p> <p align="center">UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC.</p> <p align="center">Revision no.1, effective 1/1/06</p>
Item No.	Item Description
	<p align="center">Instructions for Part III</p> <p>Institutions should disclose how the segment’s total indirect costs are identified and accumulated in specific indirect cost categories and allocated to applicable indirect cost pools and service centers within each major function or activity, how service center costs are accumulated and “billed” to users, and the specific indirect cost pools and allocation bases used to calculate the indirect cost rates that are used to allocate accumulated indirect costs to Federally sponsored agreements or similar final cost objectives. A continuation sheet should be used wherever additional space is required or when a response requires further explanation to ensure clarity and understanding.</p> <p>The following Allocation Base Codes are provided for use in connection with Items 3.1.0 and 3.3.0.</p> <ul style="list-style-type: none"> A. Direct Charge or Allocation B. Total Expenditures C. Modified Total Cost Basis D. Modified Total Direct Cost Basis E. Salaries and Wages F. Salaries, Wages and Fringe Benefits G. Number of Employees (head count) H. Number of Employees (full-time equivalent basis) I. Number of Students (head count) J. Number of Students (full-time equivalent basis) K. Student Hours—classroom and work performed L. Square Footage M. Usage N. Unit of Product O. Total Production P. More than one base (Separate Cost Groupings) * Y. Other(s) * Z. Category or Pool not applicable <p>* Describe on a Continuation Sheet</p>

3.1.0
Revised

Indirect Cost Categories - Accumulation and Allocation. This item is directed at the identification, accumulation and allocation of all indirect costs of the institution. (Under the column heading, “Accumulation Method,” insert “Yes” or “No” to indicate if the cost elements included in each indirect cost category are identified, recorded and accumulated in the institution’s formal accounting system. If “No,” describe on a continuation sheet, how the cost elements included in the indirect cost category are identified and accumulated. Under the column heading “Allocation Base,” enter one of the allocation base codes A through P, Y, or Z, to indicate the basis used for allocating the accumulated costs of each indirect cost category to other applicable indirect cost categories, indirect cost pools, other institutional activities, specialized service facilities and other service centers. Under the column heading “Allocation Sequence,” insert 1, 2, or 3 next to each of the first three indirect cost categories to indicate the sequence of the allocation process. If cross-allocation techniques are used, insert “CA.” If an indirect cost category listed in this section is not used, insert “NA.”)

Indirect Cost Category	Accumulation Method	Allocation Base Code	Allocation Sequence
a. Depreciation/Use Allowances/Interest			1
Building	Yes	Y1, L	1
Equipment	Yes	Y1, L	1
Capital Improvements to Land	Yes	H, J	1
Interest *	Yes Note 2	Y2, Y1, L	1
b. Operations and Maintenance	Yes Partially	M, L, Y3, Y1	2
c. General Administration and General Expense	Yes Note 1	D	3
d. Departmental Administration	Yes Partially	D	4
e. Sponsored Projects Administration	Yes	Y4	5
f. Library	Yes	P, E	6
g. Student Administration and Services	Yes	Y5	7
h. Other *			

* Describe on a Continuation Sheet

Allocation Bases (Continued)

Y1 = Special study on functional use of space

Y2 = Project spending of borrowed proceeds

Y3 = Work orders

Y4 = Spending on Sponsored Programs

Y5 = MTDC instruction only

P = More than on base Student FTE, Faculty FTE, working student FTE.

Note 1: Certain costs related to USF’s portion of the statewide cost allocation plan are not recorded in the formal accounting records of the institution.

- Note 2: Interest costs are recorded in the University's formal accounting system as either:
- a. Capitalizable – during the period of an asset's construction from project inception through occupancy or
 - b. Expensed when the asset to which the interest relates is placed in service.

Revised

CONTINUATION SHEET

Accumulation Method

Building Depreciation: The acquisition cost of buildings is recorded in the University's accounting system. Depreciation calculations for building are maintained in a fixed asset subsidiary system which is part of the University's formal accounting system.

Capital Improvement to Land: The costs for capital improvements to land are recorded in the University's accounting system. Depreciation calculations for capital improvements to land are maintained in the fixed asset subsidiary ledger and are part of the University's formal accounting system.

Equipment Depreciation: The acquisition cost of moveable equipment is recorded in the University's accounting system. An inventory of these items is maintained in the Property Management System. Depreciation for movable equipment is incorporated in the formal accounting system. Equipment funded from federal sources is separately identified and excluded from the depreciation calculation process in the F&A cost claim.

Operation and Maintenance: O&M costs are identified, recorded and accumulated in the University's formal accounting system. Supporting records are kept with Physical Plant as related to metered usage of utilities. Physical Plant also maintains a work order system for repairs/maintenance.

General Administration: GA costs are identified, recorded and accumulated in the University's formal accounting system.

Departmental Administration: Costs of departmental administration are part of each departments general operating funds. Departmental administration costs are further identified through use of specific chartfield strings and direct cost equivalent (DCE) methodology. Costs of the Dean's Offices are separately identified by account chartfield strings.

Sponsored Project Administration: SPA costs are identified, recorded and accumulated in the University's accounting system through the assignment of specific chartfield strings.

Library: Library costs are identified, recorded and accumulated in the University's accounting system through the assignment of specific chartfield strings.

Student Services: Student services are identified, recorded and accumulated in the University's accounting system through the assignment of specific chartfield strings.

Interest: Interest costs are recorded in the University's formal accounting system as either:

- a) Capitalizable during the period of an assets construction from project inception through occupancy or
- b) Expensed when the asset to which the interest relates is placed in service.

Some interest is allocated to the University as part of the statewide cost allocation plan.

Allocation Method

Building depreciation: Charges related to each building are allocated based on the results of a

3.2.0 Revised	<p><u>Service Centers</u></p> <p>Service centers are departments or functional units which perform specific technical or administrative services primarily for the benefit of other units within a reporting unit. Service Centers include “recharge centers” and the “specialized service facilities” defined in 2CFR 200.468. (The codes identified below should be inserted on the appropriate line for each service center listed. The column numbers correspond to the paragraphs listed below that provide the codes. Explain on a Continuation Sheet if any of the services are charged to users on a basis other than usage of the services. Enter “Z” in Column 1, if not applicable.)</p>						
Revised 5/31/20	<p>The University defines Service Centers/Research Service Center/Specialized Service Facilities as those operating units formed primarily to provide highly specialized or complex goods and services to other USF departments. The units that generate at least \$1,000,000 each year in billings are classified as service centers while those generating less than \$1,000,000 annually are categorized as recharge centers. Recharge centers are further defined as providing a material level of goods and/or services (charges in excess of \$100,000 annually in the aggregate) to sponsored programs.</p>						
Revised 5/31/20	<p><u>The University operates the following service centers:</u></p> <ul style="list-style-type: none"> - Comparative Medicine Vivarium 						
Revised 5/31/20	<p><u>The University operates the following recharge centers:</u></p> <ul style="list-style-type: none"> - The Florida Institute of Oceanography (provides rental of research vessels) - 						
Revised 5/31/20		(1)	(2)	(3)	(4)	(5)	(6)
	<u>Service Centers</u>						
	Comparative Medicine Vivarium	A	B	C	A	B	Y
	<u>Recharge Centers</u>						
	Florida Institute of Oceanography	A	B	C	A	A	B

- (1) Category Code: Use code “A: - if the service center costs are billed only as direct costs of final cost objectives; code “B” if billed only to indirect cost categories or indirect cost pools; code “C” if billed to both direct and indirect cost objectives.
- (2) Burden Code: Code “A” - center receives an allocation of all applicable indirect costs; Code “B” - partial allocation of indirect costs; Code “C” - no allocation of indirect costs.
- (3) Billing Rate Code: Code “A” - billing rates are based on historical costs; Code “B” - rates are based on projected costs; Code “C” - rates are based on a combination of historical and projected costs; Code “D” - billings are based on the actual costs of the billing period; Code “Y” - other (explain on a Continuation Sheet).
- (4) User Charges Code: Code “A” - all users are charged at the same billing rates; Code “B” - some users are charged at different rates than other users (explain on a Continuation Sheet).
- (5) Actual Costs vs. Revenues Code: Code “A” - billings (revenues) are compared to actual costs (expenditures) at least annually; Code “B” - billings are compared to actual costs less frequently than annually.
- (6) Variance Code: Code “A” - Annual variances between billed and actual costs are prorated to users (as credits or charges); Code “B” - variances are carried forward as adjustments to billing rate of future periods; Code “C” - annual variances are charged or credited to indirect costs; Code “Y” - other (explain on a Continuation Sheet).
- Y - Under recovered costs are not subject to future recovery through billing rate adjustments.

3.3.0
Revised

Indirect Cost Pools and Allocation Bases

(Identify all of the indirect cost pools established for the accumulation of indirect costs, excluding service centers, and the allocation bases used to distribute accumulated indirect costs to Federally sponsored agreements or similar cost objectives within each major function or activity. For all applicable indirect cost pools, enter the applicable Allocation Base Code A through P, Y, or Z, to indicate the basis used for allocating accumulated pool costs to Federally sponsored agreements or similar cost objectives.)

<u>Indirect Cost Pools</u>		<u>Allocation Base Code</u>
A. Instruction		
X	On-Campus	D
X	Off-Campus	D
	Other *	
B. Organized Research		
X	On-Campus	D
X	Off-Campus	D
	Other *	

Revised 5/31/20	C. Other Sponsored Activities	
	X	On-Campus D
	X	Off-Campus D
		Other *
	D. Other Institutional Activities ¹	
3.4.0	<p><u>Composition of Indirect Cost Pools.</u> (For each pool identified under Items 3.1.0 and 3.2.0, describe on a continuation sheet the major organizational components, subgroupings of expenses, and elements of cost included.)</p> <p>* Describe on a Continuation Sheet</p>	
	CONTINUATION SHEET	

Revised
3/6/07

Revised
5/31/20

Composition of Indirect Cost Pools (For each pool identified under Items 3.1.0 and 3.2.0 describe on a continuation sheet the major organizational components, subgroupings of expenses, and elements of cost included.)

Building Depreciation

The University Accounting system includes the capitalized value (including original acquisition cost plus major improvements) for each building with a cost of at least \$5,000 and a useful life of at least 10 years. Major renovations and improvements for existing buildings are capitalized for expenditures totaling \$100,000 or more. Building depreciation for F&A purposes is calculated based on the capitalized value less federal funds contributed.

Land Improvements

The University accounting system includes a capitalized value for land improvements. Land improvements include roads, bridges, utilities and other infrastructure with a cost of at least \$100,000 and a useful life of at least 20 years.

Equipment Depreciation

Revised
5/31/20

The University accounting system includes the capitalized value for equipment with a cost greater than \$5,000 and is supported by detailed records maintained in the Property Management system. Equipment depreciation for F&A purposes is equal to the value of the equipment, less federally funded portions, divided by the useful life computed on a straight-line basis. Major classes of equipment consist of furniture and fixtures, computers and peripherals, lab equipment and vehicles. The University does not use salvage value.

The University calculates an entire month's depreciation in the month an asset is placed in service.

3.5.0	<p><u>Composition of Allocation Bases.</u> (For each allocation base code used in Items 3.1.0 and 3.3.0, describe on a continuation sheet the makeup of the base. For example, if a modified total direct cost base is used, specify which of the elements of direct cost identified in Part II, Direct Costs, that are included, e.g., materials, salaries and wages, fringe benefits, travel costs, and excluded, e.g., subcontract costs over first \$25,000. Where applicable, explain if service centers are included or excluded. Specify the benefiting functions and activities included. If any cost objectives are excluded from the allocation base, such cost objectives and the alternate allocation method used should be identified. If an indirect cost allocation is based on Cost Analysis Studies, identify the study, and fully describe the study methods and techniques applied, the composition of the specific allocation base used, and the frequency of each recurring study.</p>
Revised 3/6/07	<p style="text-align: center;">CONTINUATION SHEET</p> <p><u>Composition of Allocation Bases.</u> (For each allocation base code used in Items 3.1.0 and 3.3.0, describe on a continuation sheet the makeup of the base. For example, if a modified total direct cost base is used, specify which of the elements of direct cost identified in Part II, Direct Costs, that are included, e.g., materials, salaries and wages, fringe benefits, travel costs, and excluded, e.g., subcontract costs over first \$25,000. Where applicable, explain if service centers are included or excluded. Specify the benefiting functions and activities included. If any cost objectives are excluded from the allocation base, such cost objectives and the alternate allocation method used should be identified. If an indirect cost allocation is based on Cost Analysis Studies, identify the study, and fully describe the study methods and techniques applied, the composition of the specific allocation base used, and the frequency of each recurring study.</p> <p><u>F&A Filing Entity:</u> The F&A filing entity includes costs incurred by the University and the USF Research Foundation.</p> <p><u>Composition of Allocation Bases:</u> Allocation Bases have been established for each of the major functions of the institution. The make up of these bases, plus the benefiting functions and activities included, is described in Section 2.4.0.</p> <p><u>Definition of On-Campus vs Off-Campus:</u> The On-campus portion of each allocation base consists of sponsored agreements and other cost objectives where 50% or more the activities take place within space owned or rented by the University or the USF Research Foundation. All other activities are classified as off-campus USF also has an off-campus adjacent rate for use within commuting distance of a USF campus.</p>
Revised 5/31/20	
Revised 5/31/20	

D	<p><u>Modified Total Direct Cost (MTDC):</u> All direct salaries and wages, fringe benefits, materials and supplies, services, service center charges, travel, cost sharing and subgrants/subcontracts up to the first \$25,000 of each subgrant/subcontract are included. Equipment with cost in excess \$1,000, capital expenditures with cost in excess of \$100,000, participant support costs, patient care costs, tuition remission, rental costs, student financial aid (including scholarships), cost of goods sold, and subgrants/subcontracts in excess of \$25,000 are excluded.</p> <p><u>Applicable Credits:</u> Applicable Credits have been excluded from the allocation bases as described in Section 5.2.0.</p>
Y1 Revised 5/31/20	<p><u>Square Footage:</u> All assignable square footage benefiting direct and indirect activities is included. Common areas such as hallways, stairwells, and restrooms are excluded. The square footage of a given room is assigned to a direct and/or indirect cost objective based on the results of a space survey and/or salary and wage allocation as outlined in the CAS Best Practices Manual. Residential areas are not surveyed but are assigned solely to other institutional activities. These results are summarized by aggregated assignable usage square footage by function.</p>
P Revised 5/31/20	<p><u>Student FTE:</u> Working student FTE's are based on a 1040-hour standard constituting a fulltime FTE. The student full time equivalent (FTE) is calculated by dividing the total number of student credit hours by the standard used to represent a full time schedule.</p>
P Revised 5/31/20	<p><u>Employee Head Count:</u> The employee FTE is computed from information in the GEMS system. Separate FTEs are calculated for faculty, students, administrative, professional, and clerical personnel.</p>
E Revised 5/31/20	<p><u>Salaries and Wages:</u> All salaries, wages and fringe benefits associated with full time and part time faculty, staff and students.</p>
Y2 Revised 5/31/20	<p><u>Project spending of borrowed proceeds:</u> Capitalized projects are accounted for through an accounting of expenditures. Interest associated with borrowed funds is then assigned to projects on a prorated basis equivalent to the prorated amount borrowed.</p>
Y3	<p><u>Work Orders:</u> Physical Plant maintains a work order system on labor and materials expended to effect repairs and maintenance to specific buildings.</p>
Y4	<p><u>Spending on Sponsored Program:</u> Consists of the MTDC base(s) of all sponsored programs including appropriate amounts of cost sharing as well as programs classifiable as University research.</p>
Revised 5/31/20	

3.6.0	<p><u>Allocation of Indirect Costs to Programs That Pay Less Than Full Indirect Costs.</u> Are appropriate direct costs of all programs and activities included in the indirect cost allocation bases, regardless of whether allocable indirect costs are fully reimbursed by the sponsoring organizations?</p> <p><u> X </u> Yes</p> <p><u> </u> No *</p> <p>* Describe on a Continuation Sheet</p>
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End of Part III

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART IV – DEPRECIATION AND USE ALLOWANCES UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06																																																											
Item No.	Item Description																																																											
4.1.0 Revised	Part IV																																																											
	<u>Depreciation Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u>																																																											
	(For each asset category listed below, enter a code from A through C in Column (1) describing the method of depreciation; a code from A through D in Column (2) describing the basis for determining useful life; a code from A through C in Column (3) describing how depreciation methods or use allowances are applied to property units; and Code A or B in Column (4) indicating whether or not the estimated residual value is deducted from the total cost of depreciable assets. Enter Code Y in each column of an asset category where another or more than one method applies. Enter Code Z in Column (1) only, if an asset category is not applicable.)																																																											
	Depreciation Useful Property Residual																																																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 10%;">Method</th> <th style="width: 10%;">Life</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Value</th> </tr> </thead> <tbody> <tr> <td>Asset Category</td> <td>(1)</td> <td>(2)</td> <td>(3)</td> <td>(4)</td> </tr> <tr> <td>(a) Land Improvements</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(b) Buildings</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(c) Building Improvements</td> <td>A</td> <td>A</td> <td>B</td> <td>B</td> </tr> <tr> <td>(d) Leasehold Improvements</td> <td>A</td> <td>A</td> <td>B</td> <td>B</td> </tr> <tr> <td>(e) Equipment</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(f) Furniture and Fixtures</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(g) Automobiles and Trucks</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(h) Tools</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <td>(i) Enter Code Y on this line, if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. Otherwise enter Code Z.</td> <td>Z</td> <td>Z</td> <td>Z</td> <td>Z</td> </tr> </tbody> </table>						Method	Life	Unit	Value	Asset Category	(1)	(2)	(3)	(4)	(a) Land Improvements	A	A	A	B	(b) Buildings	A	A	A	B	(c) Building Improvements	A	A	B	B	(d) Leasehold Improvements	A	A	B	B	(e) Equipment	A	A	A	B	(f) Furniture and Fixtures	A	A	A	B	(g) Automobiles and Trucks	A	A	A	B	(h) Tools	A	A	A	B	(i) Enter Code Y on this line, if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. Otherwise enter Code Z.	Z	Z	Z	Z
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	<p><u>Column (1) – Depreciation Method Code</u></p> <p>A. Straight Line B. Expensed at Acquisition C. Use Allowance Y. Other or more than one method *</p>	<p><u>Column (2) – Useful Life Code</u></p> <p>A. Replacement Experience B. Term of Lease C. Estimated Service Life D. As prescribed for use allowance by Office of Management and Budget Circular A-21 Y. Other or more than one method *</p>
	<p><u>Column (3) – Property Unit Code</u></p> <p>A. Individual units are accounted for separately B. Applied to groups of assets with similar service lines C. Applied to groups of assets with varying service lines Y. Other or more than one method *</p>	<p><u>Column (4) – Residual Value Code</u></p> <p>A. Residual value is deducted B. Residual value is not deducted Y. Other or more than one method</p>
	<p>* Describe on a continuation sheet.</p>	
<p>4.1.1 Revised</p>	<p>Asset Valuations and Useful Lives. Are the asset valuations and useful lives used in your indirect cost proposal consistent with those used in the institution’s financial statements? (Mark one.)</p> <p>A. <u> X </u> Yes *</p> <p>B. <u> </u> No</p>	
<p>4.2.0</p>	<p>Fully Depreciated Assets. Is a usage charge for fully depreciated assets charged to Federally sponsored agreements or similar cost objectives? (Mark one. If yes, describe the basis for the charge on a continuation sheet.)</p> <p>A. <u> </u> Yes</p> <p>B. <u> X </u> No</p>	

<p>4.3.0</p> <p>Revised 5/31/20</p>	<p><u>Treatment of Gains and Losses on Disposition of Depreciable Property.</u> Gains and losses are: (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>A. <u> X </u> Excluded from determination of sponsored agreements costs</p> <p>B. <u> X </u> Credited or charged currently to the same pools to which the depreciation of the assets was originally charged</p> <p>C. <u> </u> Taken into consideration in the depreciation cost basis of the new items, where trade-in is involved</p> <p>D. <u> </u> Not accounted for separately, but reflected in the depreciation reserve account</p> <p>Y. <u> </u> Other(s) *</p> <p>Z. <u> </u> Not applicable</p>
<p>4.4.0</p> <p>Revised</p>	<p><u>Criteria for Capitalization.</u> (Enter (a) the minimum dollar amount of expenditures which are capitalized for acquisition, addition, alteration, donation and improvement of capital assets, and (b) the minimum number of expected life years of assets which are capitalized. If more than one dollar amount or number applies, show the information for the majority of your capitalized assets, and enumerate on a continuation sheet the dollar amounts and/or number of years for each category or subcategory of assets involved which differs from those for the majority of assets.)</p> <p>A. Minimum Dollar Amount <u> \$5,000 for equipment and \$100,000 for buildings </u> *</p> <p>B. Minimum Life Years <u> 1 year for equipment and 15 years for non-permanent building structures </u></p> <p style="text-align: center;">CONTINUATION SHEET</p>

3/6/07	<p>University capital assets consist of land, buildings, infrastructure and other improvements, furniture and equipment, property under capital lease, library resources, works of art and historical treasures, construction in progress, and other capital assets. These assets are capitalized and recorded at cost at the date of acquisition or at estimated fair value at the date received (in the case of gifts and purchases of State surplus property). Additions, improvements and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The University has a capitalization threshold of \$5,000 for all tangible personal property and \$100,000 for buildings and other improvements and \$500 for library assets. Depreciation is computed on the straight-line basis over the following estimated useful lives:</p>
Revised 5/31/20	
Revised 5/31/20	<ul style="list-style-type: none"> ■ Buildings and Improvements – 10 to 40 years, depending on construction <ul style="list-style-type: none"> ○ Permanent Buildings have a 40-year life (39.5 years for USF Research Foundation), Building Improvements have a 25-year life and Other building structures such as sheds and trailers have a 15-year life. ■ Property Under Capital Lease – 7 to 40 years ■ Infrastructure and Other Improvements – 20 years ■ Furniture and Equipment – 3 to 20 years ■ Library Resources – 10 years ■ Computer Software – 3 to 5 years ■ Works of art and historical treasures – 5 years ■ Other capital assets – 3 to 20 years
4.5.0 Revised	<p><u>Group or Mass Purchase.</u> Are group or mass purchases (initial complement) of similar items, which individually are less than the capitalization amount indicated above, capitalized? (Mark one.)</p> <p>A. ___ Yes *</p> <p>B. <u> X </u> No</p> <p>* Describe on a Continuation Sheet</p>

End of Part IV

<p align="center">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART V – OTHER COSTS AND CREDITS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06</p>
Item No.	Item Description
	Part V
5.1.0 Revised	<p><u>Method of Charging Leave Costs.</u> Do you charge vacation, sick, holiday and sabbatical leave costs to sponsored agreements on the cash basis of accounting (i.e., when the leave is taken or paid), or on the accrual basis of accounting (when the leave is earned)? (Mark applicable line(s))</p> <p>A. <input checked="" type="checkbox"/> Cash *</p> <p>B. <input type="checkbox"/> Accrual *</p>
5.2.0	<p><u>Applicable Credits.</u> This item is directed at the treatment of “applicable credits” as defined in Section C of Circular A-21 and other incidental receipts (e.g., purchase discounts, insurance refunds, library fees and fines, parking fees, etc.). (Indicate how the principal types of credits and incidental receipts the institution receives are usually handled.)</p> <p>A. <input type="checkbox"/> The credits/receipts are offset against the specific direct or indirect costs to which they relate.</p> <p>B. <input type="checkbox"/> The credits/receipts are handled as a general adjustment to the indirect pool.</p> <p>C. <input type="checkbox"/> The credits/receipts are treated as income and are not offset against costs.</p> <p>D. <input checked="" type="checkbox"/> Combination of methods *</p> <p>Y. <input type="checkbox"/> Other *</p> <p>* Describe on a Continuation Sheet</p>
CONTINUATION SHEET	

Revised 3/6/07	<p>Convenience funds are reimbursements from other entities for expenses paid by the University on behalf of other entities. Convenience funds include reimbursements for salaries and benefits for services performed for (a) the Moffitt Cancer Center, (b) the USF Foundation, (c) UMSA (to the USF Clinical Practice Plan) and (d) Local Hospitals (for medical resident services). Convenience funds also include reimbursements for expenses for endowed chairs funded by the USF Foundation and the Moffitt Cancer Center. These reimbursements are offset against the appropriate direct cost bases (includes Other Institutional Activities and USF Instruction direct cost bases) that contain the original expense charges.</p>
Revised 5/31/20	<p>Purchase discounts, insurance refunds, rebates, and various other credits generated from the return of a previous disbursement are offset against the specific charge originally incurred.</p> <p>Library fees and fines and other user fees are treated as income. Library fines and lost book fees are treated as applicable credits in the F&A cost proposal.</p>

End of Part V

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VI – DEFERRED COMPENSATION AND INSURANCE COSTS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06	
Item No.	Item Description		
	Instructions for Part VI This part covers the measurement and assignment of costs for employee pensions, post retirements benefits other than pensions (including post retirement health benefits) and insurance. Some organizations may incur all of these costs at the main campus level or for public institutions at the governmental unit level, while others may incur them at subordinate organization levels. Still others may incur a portion of these costs at the main campus level and the balance at subordinate organization levels. Where the segment (reporting unit) does not directly incur such costs, the segment should, on a continuation sheet, identify the organizational entity that incurs and records such costs. When the costs allocated to Federally sponsored agreements are material, the reporting unit should require that entity to complete the applicable portions of this Part VI. (See item 4, page (i), General Instructions)		
6.1.0	<u>Pension Plans</u> <div style="text-align: center;">CONTINUATION SHEET</div>		
Revised 3/6/07	Only employees appointed to established positions are eligible for state contributions to pension plans. OPS employees, including Adjunct Faculty, are not eligible for state-sponsored plans.		
6.1.1	<u>Defined-Contribution Pension Plans.</u> Identify the types and number of pension plans whose costs are charged to federally sponsored agreements. (Mark applicable line(s) and enter number of plans.)		
	<u>Type of Plan</u>	<u>Number of Plans</u>	
A. <u>X</u>	Institution employees participate in State/Local Government Retirement Plan(s)	2	
B. <u>X</u>	Institution has one defined contribution plan that is managed by an organization not affiliated with the institution Institution uses TIAA/CREF plan or other defined contribution plan that is managed by an organization not affiliated with the institution	1	
C. <u> </u>	Institution has its own Defined-Contribution Plan(s) *		

Revised
3/6/07

CONTINUATION SHEET

Defined Contribution Pension Plans

The State of Florida sponsors a defined-contribution pension plan called the Optional Retirement Program (ORP) as allowed under section 403(b) of the Internal Revenue Code. The plan features separate accounts for non-elective contributions (paid by the employer) and elective pre-tax contributions by the employees a tax-deferred retirement plan described under section 403 (b) of the Internal Revenue Code. Contributions to the 403 (b) program are made on a tax-deferred basis and participation in the plan is voluntary. All employees that are not appointed as federal work study students are eligible to participate. There is no state contribution.

The State of Florida also sponsors a Deferred Compensation Plan offered under Section 457 of the Internal Revenue Code. Contributions to the 457 plan are made on a tax deferred basis and participation in the plan is voluntary. All employees that are not appointed as federal work study students are eligible to participate. There is no state contribution.

6.1.2

Defined-Benefit Pension Plan. (For each defined-benefit plan (other than plans that are part of a State or Local government pension plan) describe on a continuation sheet the actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)

Not Applicable

6.2.0

Post Retirement Benefits Other Than Pensions (including post retirement health care benefits) (PRBs). (Identify on a continuation sheet all PRB plans whose costs are charged to Federally sponsored agreements. For each plan listed, state the plan name and indicate the approximate number and type of employees covered by each plan.)

Not applicable

6.2.1

Determination of Annual PRB Costs. (On a continuation sheet, indicate whether PRB costs charged to Federally sponsored agreements are determined on the cash or accrual basis of accounting. If costs are accrued, describe the accounting practices used, including actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)

6.3.0	<p><u>Self-Insurance Programs (Employee Group Insurance)</u>. Costs of the self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. ___ When accrued (book accrual only) B. <u>X</u> When contributions are made to a nonforfeitable fund C. ___ When contributions are made to a forfeitable fund D. ___ When the benefits are paid to employee E. ___ When amounts are paid to an employee welfare plan Y. ___ Other or more than one method * Z. ___ Not Applicable</p> <p style="text-align: center;">CONTINUATION SHEET</p> <p><u>Self-Insurance Programs (Employee Group Insurance)</u></p> <p>Employees may enroll in a group health insurance plan and/or a group life insurance plan. The employer matching portion is charged to the department's account numbers from which the employee is paid.</p>
6.4.0	<p><u>Self-Insurance Programs (Worker's Compensation, Liability and Casualty Insurance.)</u></p>
6.4.1	<p><u>Worker's Compensation and Liability</u>. Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. ___ When claims are paid or losses are incurred (no provision for reserves) B. ___ When provisions for reserves are recorded based on the present value of the liability C. ___ When provisions for reserves are recorded based on the full or undiscounted value, as contrasted with present value, of the liability D. <u>X</u> When funds are set aside or contributions are made to a fund Y. ___ Other or more than one method * Z. ___ Not Applicable</p> <p>* Describe on a Continuation Sheet</p> <p style="text-align: center;">CONTINUATION SHEET</p> <p><u>Worker's Compensation and Liability</u></p> <p>The cost of Worker's Compensation & Liability and Unemployment Compensation is charged to sponsored agreements (Federal and Non-federal) based on monthly gross salary and wage costs. The University is charged by the State Department of Insurance for projected self insurance costs. The university applies a percentage (to cover the self insurance charges) to sponsored agreement salaries and wages.</p>

6.4.2	<p><u>Casualty Insurance.</u> Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p>
Revised 5/31/20	<p>A. ___ When losses are incurred (no provision for reserves)</p> <p>B. <u> X </u> When provisions for reserves are recorded based on replacement costs</p> <p>C. ___ When provisions for reserves are recorded based on reproduction costs new less observed depreciation (market value) excluding the value of land and other indestructibles.</p> <p>D. ___ Losses are charged to fund balance with no charge to contracts and grants (no provision for reserves)</p> <p>Y. ___ Other or more than one method *</p> <p>Z. ___ Not Applicable</p>
	<p>* Describe on a Continuation Sheet</p>

End of Part VI

<p align="center">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART VII – CENTRAL SYSTEM OR GROUP EXPENSES UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.1, effective 1/1/06</p>
Item No.	Item Description
	<p align="center">DISCLOSURE BY CENTRAL SYSTEM OFFICE, OR GROUP (INTERMEDIATE ADMINISTRATION) OFFICE, AS APPLICABLE.</p> <p align="center">Instructions for Part VII</p> <p>This part should be completed <u>only</u> by the central system office or a group office of an educational system when that office is responsible for administering two or more segments, where it allocates its costs to such segments and where at least one on the segments is required to file Parts I through VI of the Disclosure Statement.</p> <p>The reporting unit (central system or group office) should disclose how costs of services provided by the reporting unit are, or will be, accumulated and allocated to applicable segments of the institution. For a central system office, disclosure should cover the entire institution. For a group office, disclosure should cover all of the subordinate organizations administered by that group office.</p>
7.1.0	<p><u>Organizational Structure.</u></p> <p>On a continuation sheet, list all segments of the university or university system, including hospitals, Federally Funded Research and Development Centers (FFRDC's), Government-owned Contractor-operated (GOCO) facilities, and lower-tier group offices serviced by the reporting unit.</p>
	<p align="center">CONTINUATION SHEET</p>
Revised	Not Applicable

7.2.0	<u>Cost Accumulation and Allocation.</u>
	<p>On a continuation sheet, provide a description of:</p> <p>A. The services provided to segments of the university or university system (including hospitals, FFRDC's, GOCO facilities, etc.), in brief.</p> <p>B. How the costs of the services are identified and accumulated.</p> <p>C. The basis used to allocate the accumulated costs to the benefiting segments.</p> <p>D. Any costs that are transferred from a segment <u>to</u> the central system office or the intermediate administrative office, and which are reallocated to another segment(s). If none, so state.</p> <p>E. Any fixed management fees that are charged to a segment(s) in lieu of a prorata or allocation basis and the basis of such charges. If none, so state.</p>
	CONTINUATION SHEET
	Not Applicable
Revised	

End of Part VII