

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.2, effective 7/1/2020
GENERAL INSTRUCTIONS		(i)
COVER SHEET AND CERTIFICATION		C-1
Part I	General Information	I-1
Part II	Direct Costs	II-1
Part III	Indirect Costs	III-1
Part IV	Depreciation and Use Allowances	IV-1
Part V	Other Costs and Credits	V-1
Part VI	Deferred Compensation and Insurance Costs	VI-1
Part VII	Central System or Group Expenses	VII-1

<p style="text-align: center;">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p style="text-align: center;">GENERAL INSTRUCTIONS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020</p>
<ol style="list-style-type: none"> 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 new CAS or when practices are changed with or without agreement of the Government (Also see 48 CFR 9903.202-3).
10. Amendments shall be submitted to the same offices to which submission would have to be made were an original Disclosure Statement being filed.
11. Each amendment should be accompanied by an amended cover sheet (indicating revision number and effective date of the change) and a signed certification. For all resubmissions, on each page, insert "Revision Number ____" and "Effective Date ____" in the Item Description block; and, insert "Revised" under each Item Number amended. Resubmitted Disclosure Statements must be accompanied by similar notations identifying the items, which have been changed.

<p align="center">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART I - GENERAL INSTRUCTIONS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020</p>
<p>0.1</p> <p>0.2</p> <p>0.3</p> <p>0.4</p> <p>0.5</p> <p>Revised 5/31/20</p>	<p>Educational Institution</p> <p>(a) Name: University of South Florida and the University of South Florida Research Foundation</p> <p>(b) Street Address: 4202 East Fowler Avenue</p> <p>(c) City, State and ZIP Code: Tampa, Florida, 33620</p> <p>(d) Division or Campus of (if applicable)</p> <p>Reporting Unit is: (Mark one.)</p> <p>A. _____ Independently Administered Public Institution</p> <p>B. _____ Independently Administered Nonprofit Institution</p> <p>C. _____ Administered as Part of a Public System</p> <p>D. _____ Administered as Part of a Nonprofit System</p> <p>E. <u> X </u> 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.</p> <p>Official to Contact Concerning this Statement:</p> <p>(a) Name and Title: Keith Anderson M.S., CRA, Assistant Vice President for Research, USF</p> <p>(b) Phone Number (include area code and extension): (813) 974-6329</p> <p>Statement Type and Effective Date:</p> <p>A. (Mark type of submission. If a revision, enter number)</p> <p>(a) Original Statement</p> <p>(b) _____ Amended Statement; Revision No. <u> 1 </u></p> <p>B. Effective Date of this Statement: July 1, 2020</p>

<p>Revised 5/31/20</p>	<p>Statement Submitted To (Provide office name, location and telephone number, include area code and extension):</p> <p>A. Cognizant Federal F&A Cost Neg.: <u>DHHS</u></p> <p><u>Department of Health and Human Services</u> <u>Cost Allocation</u> <u>7700 Wisconsin Ave.Suite 2300</u> <u>Bethesda, MD 20857</u> <u>Fax: (301) 492-5081</u> <u>Email: CAS-Bethesda@psc.hhs.gov</u></p> <p>B. Cognizant Federal Auditor: <u>Darryl Mayes</u></p>
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<p>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p>COVER SHEET AND CERTIFICATION UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020</p>
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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: July 1, 2020

DocuSigned by:


3A50F872660E416
 (Signature)

Keith Anderson, M.S., CRA

(Print or Type name)

Assistant Vice President for Research, USF (Title)

University of South Florida
(Organization)

DocuSigned by:


AF39D1F99564492
 (Signature)

Allison Madden, MBA

(Print or Type Name)

Corporate Secretary and Director of Operations, 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

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<p>Revised 5/31/20</p>	<p>B. _____ Not integrated with financial accounting records (Cost data are accumulated on memorandum records.)</p> <p>C. <u> X </u> Combination of A and B</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>The efacs® system is used to calculate the Facilities and Administrative rate.</p>
<p>1.3.0</p> <p>Revised 5/31/20</p>	<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> <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.
<p>1.3.1</p> <p>Revised 3/6/07</p>	<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>
<p>1.4.0</p>	<p><u>Cost Accounting Period: July 1 to June 30</u></p>
<p>1.5.0</p> <p>Revised 3/6/07</p> <p>Revised 5/31/20</p>	<p>State Laws or Regulations. 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 style="text-align: center;">CONTINUATION SHEET</p> <p>A. State Cost Allocation Plan</p> <p>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.</p> <p>B. State Purchasing Regulations</p> <p>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.</p> <p>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.</p> <p>C. Travel Regulations</p> <p>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.</p>

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

<p align="center">COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART II – DIRECT COSTS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020</p>
Item No.	Item Description
	<p 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>
	<p align="center">CONTINUATION SHEET</p>
Revised 3/6/07	<p align="center"><u>CRITERIA FOR DETERMINING DIRECT COSTS</u></p>
Revised 5/31/20	<p>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:</p> <ol style="list-style-type: none"> 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

Definition of Facilities and Administration. F&A costs are broad categories of costs. “Facilities” is defined as depreciation and use allowances, interest on debt associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses. “Administration” is defined as general administration and general expenses, departmental administration, sponsored projects administration, student administration and services, and all other types of expenditures not listed specifically under one of the subcategories of Facilities (including cross allocations from other pools)."

Personal services and related fringe benefits/supplies and non-capitalized equipment are charged as indirect costs if incurred as part of the University's administrative infrastructure - e.g., general and administrative departments, sponsored projects administration and academic departmental administration.

COSTS THAT MAY BE DIRECT OR INDIRECT

Indirect Costs That May Appropriately Be Charged Directly (per 2CFR 200 Subpart E, Appendix III)

The University of South Florida charges costs indirectly to federally sponsored agreements or similar cost objectives when those costs are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, instructional activity, or any other institutional activity. Indirect costs

include the operation and maintenance of buildings and grounds, the depreciation of buildings and equipment, interest, library costs and other administrative costs. The University of South Florida may use alternative procedures for allocating costs to non-federal awards which will have no affect on the federal government's programs.

Costs which are normally charged indirectly to federally sponsored agreements or similar cost objectives based on the criteria described above may, in certain circumstances, be charged directly to those objectives. Such circumstances exist when a sponsored project, due to its size and nature, requires administrative or clerical services and/or supplies, postage, or telecommunications cost that are well beyond the core of departmental support routinely provided for departmental activities and those costs can be identified readily and specifically with the project, have been specifically budgeted in the proposal and approved by the sponsoring agency. When the need for such costs was not anticipated and budgeted in the proposal, the University will review the unlike circumstances to determine the appropriateness of charging the costs directly. If appropriate, the University will then approve the charge. The existence of unlike circumstances is evaluated on a project-by-project basis.

Examples of exceptional circumstances when costs normally charged as indirect may be charged directly are:

-
- Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting, such as epidemiological studies, clinical trials, and retrospective clinical records studies.
- Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
- Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
- Projects that are geographically inaccessible to normal departmental administrative services, such as seagoing research vessels and other research field sites that are remote from the campus (e.g., Marine Science; Florida Institute on Oceanography).

Cost Sharing that may be accumulated directly or indirectly

The University accounts for committed cost sharing in accordance with 2CFR 200.306 cost principles and the specific provisions of the sponsored agreement. The University follows the guidelines outlined in USF Policy 03-013.

1. At the time USF is notified of a grant award, a unique project identifier is established in the formal accounting system. The University establishes this separate and unique chartfield string for purposes of recording the value of direct

Revised
5/31/20

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5/31/20	<p>cost sharing committed to the program.</p> <ol style="list-style-type: none"> 2. Committed direct labor cost sharing is reported by faculty as part of their personnel effort certification. 3. Unrecovered Facilities and Administrative costs are accumulated in University paper files based on negotiated sponsored agreements. 4. Third party cost sharing is accumulated in University records.
2.2.0 Revised 3/6/07	<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> <hr/> <p style="text-align: center;">CONTINUATION SHEET</p> <hr/> <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>
2.3.0	<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. ____ Actual Invoiced Costs</p> <p>B. <u> X </u> Actual Invoiced Costs Net of Discounts Taken</p> <p>Y. ____ Other(s) *</p> <p>Z. ____ Not Applicable</p>
2.3.2 Revised Revised 3/6/07	<p>Inventory Requisitions from Central or Common, Institution-owned Inventory. (Identify the inventory valuation method used to charge projects):</p> <p>A. <u> X </u> First In, First Out</p> <p>B. ____ Last In, First Out</p> <p>C. ____ Average Costs¹</p> <p>D. ____ Predetermined Costs¹</p> <p>Y. ____ Other(s)¹</p> <p>Z. ____ Not Applicable</p> <p>¹Describe on a Continuation Sheet</p> <hr/> <p style="text-align: center;">CONTINUATION SHEET</p> <hr/> <p>The costing method used to charge projects approximates the first in, first out method of valuation.</p>

<p>2.4.0 Revised 3/6/07</p>	<p><u>Description of Direct Personal Services.</u> 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>
<p>Revised 5/31/20</p>	<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>
<p>Revised 5/31/20</p>	<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>
	<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>Revised 5/31/20</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>
<p>Revised 3/6/07</p>	<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>
<p>Revised 5/31/20</p>	<p><u>Description of Direct Personal Services</u></p>
	<p>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</p>

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.
 - ii. **University Research** means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, shall be combined with sponsored research under the function of organized research.
 - c. **Other sponsored activities** means programs and projects financed by Federal

and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.

- d. **Other institutional activities** means all activities of an institution except:
- i. Instruction, departmental research, organized research, and other sponsored activities, as defined above;
 - ii. F&A cost activities identified in Section F; and (3) specialized service facilities described in Section J.47. Other institutional activities include operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums, and other similar auxiliary enterprises. This definition also includes any other categories of activities, costs of which are “unallowable” to sponsored agreements, unless otherwise indicated in the agreements.

2.5.0
Revised
3/6/07

Method of Charging Direct Salaries and Wages. (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.)

Direct Personal Services Category

	<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)	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

Salary and Wage Cost Distribution Systems.

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><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> 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	<p>PAYROLL SYSTEM</p> <p>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.</p>
Revised 5/31/20	<p>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.</p>
Revised 5/31/20	<p>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.</p>
Revised 5/31/20	<p>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.</p> <p>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.</p> <p>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.</p>
	<p>EFFORT REPORTING SYSTEM</p>

	<p>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.</p> <p><u>After the Fact Activity Reports</u></p> <p>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.</p> <p>PERT generates effort reports on a semester basis three times per year. In generating the reports, the PERT system is sourced from payroll data and the PERT cost share set-up tables; it results in the following USF employee receiving an effort report:</p> <ol style="list-style-type: none"> 1. Employees paid with federal funds (defined by the GEMS account codes established in the payroll system with attributes identifying institutional base pay). 2. Employees identified as providing committed cost sharing effort on sponsored projects. <p>All effort (including hours worked in excess of 40 hours per week for salaried employees) is included in the effort certification for purposes of charging salaries and wages to sponsored agreements and other cost objectives.</p> <p>Salaries and wages charged to sponsored agreements are compared against certified effort. Adjustments are made in the University payroll system to reflect the dollars associated with the actual effort expended on sponsored agreements and other cost objectives.</p>
<p>2.6.0</p>	<p><u>Description of Direct Fringe Benefits Costs.</u></p> <p>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 <u>all</u> 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.)</p>
<p>Revised 3/6/07</p> <p>Revised 5/31/20</p>	<p style="text-align: center;">CONTINUATION SHEET</p> <p>The University uses specific identification as the method of identifying fringe benefit expenses. There are two general classifications: temporary and permanent employees. 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.</p> <p>LEAVE</p> <p><i>Annual Leave</i> – 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.</p>

Revised 5/31/20	<p><i>Sick</i> – 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.</p>
Revised 5/31/20	<p><i>Holiday</i> – Eligible employees are eligible for holiday pay based on the University’s approved holiday schedule.</p>
Revised 5/31/20	<p><i>Compensatory</i> – 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.</p> <p>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.</p>
	<p><i>University Sick Leave Pool</i> – 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>
Revised 5/31/20	<p><i>Terminal Leave Pool included in Limited Fringe Benefits Rate</i> – 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.</p>
	<p>OTHER FRINGE BENEFITS</p>
Revised 5/31/20	<p>The cost of many benefits is shared by both the employer and the employee. The portion that may be charged to sponsored agreements and other cost objectives consists only of the portion of the benefit costs paid for by the employer. Fringe benefits are charged during the first two biweekly pay periods in each month.</p>
	<p><i>Health Insurance</i> – USF directly charges expenditures to Federal grants for the costs of health insurance and health savings account contributions paid by the University to the Division of State Group Insurance. The charges to the Federal grants are based on rates for health insurance established by the Division of State Group Insurance. The expenditure from Federal grants is a direct charge for each employee.</p>
	<p><i>Retirement</i> – USF directly charges expenditures to Federal grants for the costs of retirement contributions paid by the University to the Department of Financial Services. The charges to the Federal grants are based on current Limited Benefits rates approved by DHHS.</p>
	<p><i>Life Insurance</i> – USF directly charges expenditures to Federal grants for the costs of life</p>

<p>Revised 5/31/20</p>	<p>insurance paid by the University to the Division of State Group Insurance. These changes to the Federal Research and Development grants are based on rates for life insurance established by the Division of State Group Insurance. The expenditure from Federal Research and Development grants is a direct charge for each employee.</p> <p><i>Federal Insurance Contributions Act (FICA)</i> – USF directly charges expenditures to Federal grants for the costs of FICA taxes paid by the University to the Internal Revenue Service. The charges to the Federal grants are based on federal tax rates for social security and Medicare. The expenditure from Federal grants is a direct charge for each employee.</p> <p><i>Pretax Assessment</i> – USF directly charges expenditures to Federal grants for the pre-tax administrative assessment which is required to be paid to the Division of State Group Insurance for administering State insurance benefits. The pre-tax administration assessment is the amount of FICA savings realized by USF when employees participate in pre-tax benefit programs.</p> <p><i>Limited Fringe Benefits Rate:</i> Included in the Limited Fringe Benefits Rate are assessments for workers’ compensation, unemployment, and general liability insurance. These charges are assessed on salaries and charged to grants based on wage and salary distribution.</p>
<p>Revised 5/31/20</p>	<p>2.6.1 <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> <p style="text-align: center;">CONTINUATION SHEET</p> <p>Revised 3/6/07</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>
<p>2.7.0</p>	<p><u>Description of Other Direct Costs.</u></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.)
Revised 3/6/07	CONTINUATION SHEET
Revised 5/31/20	<p>The principal classes of other costs charged to Federally sponsored agreements or similar cost objectives are:</p> <p>Equipment (computer & other) with a cost less than the capital threshold of 5,000.</p> <p>Travel</p> <p>Subcontracts</p> <p>Communication</p> <p>Consultants</p> <p>Lab animal care</p> <p>Service center recharges</p> <p>Patient care</p> <p>Consumable supplies</p>
2.8.0	<p><u>Cost Transfers.</u></p> <p>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.)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> No¹</p>
Revised 3/6/07	<p style="text-align: center;">CONTINUATION SHEET</p> <p>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.</p>

	<p>The University has a cost transfer policy that requires that any errors/adjustments be made within 90 days.</p> <p>Y-Other</p>			
2.9.0	<p><u>Interorganizational Transfers.</u></p> <p>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.)</p>			
		<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 DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</p>	<p align="center">PART III – INDIRECT COSTS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020</p>
<p>Item No.</p>	<p align="center">Item Description</p>
	<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>
<p>3.1.0 Revised</p>	<p><u>Indirect Cost Categories - Accumulation and Allocation.</u> 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</p>

<p>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.")</p>			
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			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
CONTINUATION SHEET			

Revised
3/6/07**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.

Revised
5/31/20

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 special study on the functional use of space.

Capital Improvements Depreciation: related to land improvements are allocated based on student and employee FTE and further allocated to employees on the basis of employee salaries and wages.

Equipment Depreciation: Depreciation charges associated with moveable equipment are allocated based upon a special study on the functional use of space. Results are applied on a room by room allocation methodology. Where equipment is shared or a specific room number is not assigned to equipment, allocations are performed based on the overall usage of departmental space or building space survey results.

Operations & Maintenance: Operations and maintenance costs are allocated using a combination of methods:

- a) Utilities – based on specific meters on buildings. Where meters are not individual, then on the basis of building square footage.
- b) Repairs and maintenance – based on costs from the work order system identified by building.
- c) Landscaping – Based on costs incurred within zones established on campus. Within a zone, based on square footage of each building's footprint within that zone.
- d) Hazardous materials – Based on square footage of all research and instructional laboratories.
- e) Departmentally Incurred O&M – based on the use of square footage by the department as determined by a special study on the functional use of its space.
- f) Custodial costs – based on the work order system.

All other O&M costs that cannot be identified to a specific department or building are allocated to benefiting users on the basis of square footage. The use of that square footage by A-21 function is determined by a special study constructed on the functional use of space.

General Administration: General administration costs are allocated to benefiting cost objectives based on MTDC. Academic administration is allocated solely to the instruction function.

Interest: Interest is identified to a specific capital project/use based on the spending of the borrowed funds. Once identified to a specific asset, interest is allocated based on the results of the special study on the functional use of space of that asset.

Departmental Administration: Departmental administration costs are allocated based on MTDC. Costs of the dean's offices are allocated to the departments in each school that benefit from the dean's activities.

Sponsored Project Administration: Sponsored project administration costs are allocated to the benefiting programs based on all sponsored project award (MTDC) spending, university research, and cost sharing expenditures.

Student Service Administration: Student service administration costs are allocated solely to the Instruction function.

	<p><u>Library</u>: Costs are allocated using a two-tier allocation method. The first allocation is based on FTE's of students, working students and faculty. Of the amounts ascribed to faculty and working students, an allocation is performed that distributes costs to the major functions of the institution. This allocation is based on salaries and wages of the faculty and the working students. Amounts ascribed to nonworking students are allocated solely to the instruction function.</p>																																			
<p>3.2.0 Revised</p>	<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> <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>																																			
<p>Revised 5/31/20</p>	<p><u>The University operates the following service centers:</u></p> <ul style="list-style-type: none"> - Comparative Medicine Vivarium 																																			
<p>Revised 5/31/20</p>	<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) - 																																			
<p>Revised 5/31/20</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 5%;">(1)</th> <th style="width: 5%;">(2)</th> <th style="width: 5%;">(3)</th> <th style="width: 5%;">(4)</th> <th style="width: 5%;">(5)</th> <th style="width: 5%;">(6)</th> </tr> </thead> <tbody> <tr> <td><u>Service Centers</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Comparative Medicine Vivarium</td> <td>A</td> <td>B</td> <td>C</td> <td>A</td> <td>B</td> <td>Y</td> </tr> <tr> <td><u>Recharge Centers</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Florida Institute of Oceanography</td> <td>A</td> <td>B</td> <td>C</td> <td>A</td> <td>A</td> <td>B</td> </tr> </tbody> </table>		(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
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Florida Institute of Oceanography	A	B	C	A	A	B																														
<p>Revised 5/31/20</p>	<p>(1) <u>Category Code</u>: 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.</p> <p>(2) <u>Burden Code</u>: 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.</p>																																			

(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 - Underrecovered 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 *	
C. Other Sponsored Activities		
X	On-Campus	D
X	Off-Campus	D
	Other *	
D. Other Institutional Activities¹		

Revised
5/31/20

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>
	<p>CONTINUATION SHEET</p>
Revised 3/6/07	<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>
Revised 5/31/20	<p><u>Building Depreciation</u></p> <p>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.</p> <p><u>Land Improvements</u></p> <p>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.</p> <p><u>Equipment Depreciation</u></p> <p>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.</p> <p>The University calculates an entire month's depreciation in the month an asset is placed in service.</p> <p><u>Operations & Maintenance</u></p> <p>The costs included under Operations & Maintenance are those that have been incurred for various types of utilities including electricity, gas, water, sewer, chilled water, as well as those for the administration, maintenance, preservation and protection of the university's physical plant on all campuses. The University accounting system includes the following major classifications of Operations & Maintenance costs:</p> <ul style="list-style-type: none"> Utilities Custodial Grounds Maintenance
Revised 5/31/20	

Environmental Health & Safety
Maintenance, Repairs & Alterations (noncapital)
St. Petersburg O&M
Sarasota O&M
USFRF O&M
Auxiliary
Education & General
Tampa Campus-wide

General Administration

The costs included as General Administration are those that have been incurred for the general executive and administrative offices of the institution and other expenses of a general nature that benefit all institutional missions. The University accounting system includes the following General Administration costs:

University President
Executive Vice President and Chief Financial Officer
Associate Vice President of Administrative Services
General Counsel
Purchasing
Human Resources and Payroll
Budget and Policy Analysis
Division of Business and Finance
Administrative Services Organization Development and Training
USF System Audit
Institutional Research and Planning
Post Office (Central)
Information Technology
Diversity and Equal Opportunity

Some USF branch campuses have established these services on site.

The University has general administrative infrastructure in place at each of the following campuses: Tampa, St. Petersburg, and Sarasota.

A General University GA Cost Pool has been established to include costs that benefit all three campuses. These costs have been allocated passed on the respective total allocated costs (single step) of all four campuses.

Revised
5/31/20

	<p>A Tampa GA Cost Pool includes costs that benefit only the Tampa campus (such as the Tampa post office). This cost pool is allocated only to Tampa campus activities based on the MTDC of the Tampa campus.</p> <p>The St. Petersburg and Sarasota campuses each have a separate GA cost pool as well as a separate cost pool for the colleges comprising USF Health (Colleges of Nursing, Public Health, Medicine, and Pharmacy). The general and administrative costs at each of these campuses primarily benefit only those activities that occur on each of the individual campuses and do not extend to other locations. The GA costs on each campus have been allocated only to those campuses based on the MTDC of each individual campus.</p>
Revised 5/31/20	<p>A USF Provost General Administration Cost Pool has been established that consists of the costs of the USF Provost Office. These costs have been assigned 100% to Departmental Administration and are allocated across all academic departments based on the MTDC of each department. Academic administration costs exist on the Tampa, St. Petersburg and Sarasota campuses and have been combined into this cost pool.</p>
Revised 5/31/20	<p>The Senior Vice President of USF Health overseeing the Colleges of Medicine, Public Health, Nursing, and Pharmacy also has its own Cost Pool. Costs in this pool are assigned directly to Departmental Administration. These costs are then allocated on the MTDC of each department.</p>
	<p>A USF Health Admin General Administration cost pool consisting of the costs for each department of the USF Medical campus in the Colleges of Medicine, Public Health, Nursing, and Pharmacy. These costs are allocated based on the MTC of the departments within these colleges.</p>
Revised 5/31/20	<p><u>Departmental Administration</u></p> <p>The costs included as Departmental Administration are those that have been incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, organized research units and institutes. The University accounting system does not include discrete organization units for departmental administration costs except those costs of each dean. The department administrative cost pool is calculated in the University's facilities and administrative rate and includes the following costs.</p>
Revised 5/31/20	<ol style="list-style-type: none"> 1) Salary and operating costs of the dean's offices 2) Departmental business officers 3) Academic department clerical and secretarial personnel whose activities support all missions of the academic department. These costs, incurred jointly, are derived using the restricted funds direct cost equivalent methodology described below.
Revised 5/31/20	<ol style="list-style-type: none"> 4) Non-salaried department operating costs. These costs, incurred jointly, are derived using the restricted funds direct cost equivalent methodology described below. 5) A faculty allowance consisting of 3.6% of the MTDC of department. <p>Direct Cost Equivalent Methodology</p> <p>The DCE/DA formula-driven methodology allows an institution to calculate the DA portion of</p>

the F&A rate. 2CFR 200 Appendix III Section 6 provides “Other administrative and supporting expenses incurred within academic departments are allowable provided they are treated consistently in like circumstances. This would include expenses such as the salaries of secretarial and clerical staffs, the salaries of administrative officers and assistants, travel, office supplies, stockrooms, and the like.”

DCE methodology is used to create an allowance for the amount of administrative support costs treated as F&A. The DCE ratio is defined as General Support salaries and wages (GNS S&W) charged to sponsored accounts divided by Faculty and Professional salaries and wages (F&P S&A) charged to sponsored accounts.

A unique DCE ratio is applicable to each academic department. The DCE ratio is then compared against the actual GNS S&W and the actual F&P S&W (less the salary and wage portion of the 3.6 percent faculty administrative allowance) that has been charged to each department’s general operating (i.e. non-sponsored) accounts.

When the DCE ratio is applied to non-sponsored F&P S&W and an excess or residual exists within the non-sponsored accounts, any residual GNS S&W from the non-sponsored accounts represents GNS S&W reclassified as DA and is allocable back to the direct functions (i.e. Instructions, Research, etc.) When the DCE is applied to F&P S&W and no residual exists, no GNS S&W is reclassified as DA expense.

Two DCE ratios are calculated for Departmental Administration—one for GNS S&W and one for non-operating expenses.

This category includes its fair share of cross and sequential allocations.

Sponsored Project Administration

The costs included as Sponsored Project Administration are those that have been incurred by separate units established primarily to administer sponsored (federal and non-federal) agreements. These units include both preaward and postaward administration, as well as compliance and oversight activities. The University accounting system includes the following Sponsored Project Administration allowable costs:

Sponsored Research

USF Research and Innovation

USF Research Foundation

Interest

The University incurs interest on proceeds borrowed for the purpose of funding capital improvements, predominantly buildings and building renovations. Interest may also include the amortization of bond underwriting expenses.

<p>Revised 5/31/20</p>	<p>Some interest expense is incurred by the State of Florida Division of Colleges and Universities and allocated to all Florida public colleges and universities. This allocation is based on a statewide cost allocation plant submitted to, and approved by, DHHS CAS.</p> <p><u>Library</u></p> <p>The costs included as Library are those that have been incurred for the operation of the library, including the cost of books and library materials purchased for the library, as well as for the administration and operation of the libraries. The University maintains numerous libraries at various geographic sites including:</p> <ul style="list-style-type: none"> USF library USF Medical School library <p>The cost of library books and subscriptions are expensed at the time of acquisition for purposes of the F&A proposal. Library assets in excess of \$500 are capitalized and depreciated for Financial Statement purposes. Special collections are not depreciated.</p> <p>Library costs were segregated into two separate pools in order to allocate appropriate costs to different user groups. These Library pools include the library costs of the Tampa main library and the libraries at St. Petersburg and Sarasota campuses in a single pool and the USF Health Library in a separate pool.</p> <p>Library costs for all library cost pools are allocated under the standard methodology as provided in 2CFR 200 Appendix III, first by user population and then for that portion allocable to the major functions of the institution, by salaries and wages. An allocation for other outside users is included as part of the user population of each library.</p>
<p>Revised 5/31/20</p>	<p>The USF Library (the main library) is allocated to Tampa, St. Petersburg, and Sarasota students, faculty and staff including members of the Health Sciences Center. The USF Library allocation base includes USF researchers.</p> <p>The USF Health library is allocated solely to the faculty, staff, and students and working students of USF Health.</p> <p><u>Student Service Administration</u></p> <p>The costs included as Student Service Administration are those that have been incurred for the operation of student affairs and for an array of services provided to students. The University accounting system includes the following Student Service Administration costs:</p> <ul style="list-style-type: none"> Vice President of Student Affairs Counseling Center

<p>Revised 5/31/20</p> <p>Revised 5/31/20</p> <p>Revised 5/31/20</p> <p>Revised 5/31/20</p> <p>Revised 5/31/20</p>	<p>Career Resource Center</p> <p>Financial Aid</p> <p>Student Health Center</p> <p>Cooperative Education</p> <p>Student Publications</p> <p>Registrar</p> <p>Orientation</p> <p>Adult & Transfer Students</p> <p>Admissions</p>
<p>3.5.0</p> <p>Revised 3/6/07</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 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</p>

<p>Revised 5/31/20</p> <p>Revised 5/31/20</p>	<p>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>
<p>D</p>	<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>
<p>Y1</p> <p>Revised 5/31/20</p>	<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>P</p> <p>Revised 5/31/20</p>	<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>P</p> <p>Revised 5/31/20</p>	<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>
<p>E</p> <p>Revised 5/31/20</p>	<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	<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 prorate basis equivalent to the prorated amount borrowed.
Y3	<u>Work Orders</u> : Physical Plant maintains a work order system on labor and materials expended to effect repairs and maintenance to specific buildings.
Y4	<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.
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 style="padding-left: 40px;"><input checked="" type="checkbox"/> Yes</p> <p style="padding-left: 40px;"><input type="checkbox"/> No *</p> <p>* Describe on a Continuation Sheet</p>

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.2, effective 7/1/2020																																																											
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
		Method	Life	Unit	Value																																																							
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<u>Column (1)</u> – Depreciation Method Code A. Straight Line B. Expensed at Acquisition C. Use Allowance Y. Other or more than one method *		<u>Column (2)</u> – Useful Life Code 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><u>Column (3) – Property Unit Code</u></p> <p>A. Individual units are accounted for separately</p> <p>B. Applied to groups of assets with similar service lines</p> <p>C. Applied to groups of assets with varying service lines</p> <p>Y. Other or more than one method *</p> <p>* Describe on a continuation sheet.</p>	<p><u>Column (4) – Residual Value Code</u></p> <p>A. Residual value is deducted</p> <p>B. Residual value is not deducted</p> <p>Y. Other or more than one method</p>
4.1.1 Revised	<p><u>Asset Valuations and Useful Lives.</u> 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>	
4.2.0	<p><u>Fully Depreciated Assets.</u> 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>	
4.3.0 Revised 5/31/20	<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>	
4.4.0	<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 years for equipment and 15 years for non-permanent building structures </u></p>	

CONTINUATION SHEET	
Revised 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> <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
Revised 5/31/20	
Revised 5/31/20	
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 style="margin-left: 40px;">A. ___ Yes *</p> <p style="margin-left: 40px;">B. <u>X</u> No</p> <p>* Describe on a Continuation Sheet</p>

End of Part IV

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART V – OTHER COSTS AND CREDITS UNIVERSITY OF SOUTH FLORIDA/UNIVERSITY OF SOUTH FLORIDA RESEARCH FOUNDATION, INC. Revision no.2, effective 7/1/2020	
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>		

	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.
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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.2, effective 7/1/2020	
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> 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. Revised 3/6/07		
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. <input checked="" type="checkbox"/> Institution employees participate in State/Local Government Retirement Plan(s)	2	
	B. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Institution has its own Defined-Contribution Plan(s) *		
	CONTINUATION SHEET		
Revised 3/6/07	<u>Defined Contribution Pension Plans</u> 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.		

	<p>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.</p> <p>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.</p>
6.1.2	<p><u>Defined-Benefit Pension Plan.</u> (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.)</p> <p><u>Not Applicable</u></p>
6.2.0	<p><u>Post Retirement Benefits Other Than Pensions (including post retirement health care benefits) (PRBs).</u> (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.)</p> <p>[X] <u>Not applicable</u></p>
6.2.1	<p><u>Determination of Annual PRB Costs.</u> (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.)</p>
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)</p> <p>B. <u>X</u> When contributions are made to a nonforfeitable fund</p> <p>C. ___ When contributions are made to a forfeitable fund</p> <p>D. ___ When the benefits are paid to employee</p> <p>E. ___ When amounts are paid to an employee welfare plan</p> <p>Y. ___ Other or more than one method *</p> <p>Z. ___ Not Applicable</p>
CONTINUATION SHEET	
<u>Self-Insurance Programs (Employee Group Insurance)</u>	

	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.
6.4.0	<u>Self-Insurance Programs</u> (Worker's Compensation, Liability and Casualty Insurance.)
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)</p> <p>B. ___ When provisions for reserves are recorded based on the present value of the liability</p> <p>C. ___ When provisions for reserves are recorded based on the full or undiscounted value, as contrasted with present value, of the liability</p> <p>D. <u>X</u> When funds are set aside or contributions are made to a fund</p> <p>Y. ___ Other or more than one method *</p> <p>Z. ___ Not Applicable</p> <p>* Describe on a Continuation Sheet</p> <hr/> <p style="text-align: center;">CONTINUATION SHEET</p> <hr/> <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> <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>

Revised
5/31/20

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.2, effective 7/1/2020</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> <p>Not Applicable</p>
Revised	<p><u>Cost Accumulation and Allocation.</u></p> <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>

Revised	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.
	CONTINUATION SHEET
	Not Applicable

End of Part VII