

# SAP 28.02.99.T0.01 Recovery of Indirect Costs Associated with Continuing Education Activities



Approved: January 5, 2015  
Next Scheduled Review: January 5, 2020

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## Procedure Statement

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This Standard Administrative Procedure (SAP) defines the process used to recover indirect costs generated by Continuing Education Activities, or Educational Business Activities, after each activity has been through the Non-State Funded Course Group process and approved by the provost and executive vice president for academic affairs (provost).

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## Reason for Procedure

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This SAP applies to all university activities deemed “Educational Business Activities” by The Texas A&M University System Regulation 28.02, *Educational Business Activities*. The SAP is necessary to provide a basis for indirect cost allocation.

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## Procedures and Responsibilities

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### 1. INDIRECT COSTS RECOVERY

Indirect costs recoveries for Continuing Education Activities (Educational Business Activities) will be 25% (with a minimum of 10%) beyond the cost to deliver each activity. Indirect cost recoveries for each activity will be allocated as follows:

#### 1.1 Activity Sponsored by an Individual

1.1.1 Sixty percent (60%) of the indirect cost recoveries will be reallocated among the sponsoring faculty member, or developer the sponsor’s department head/director/executive director, dean (for academic departments), and the appropriate vice president for support of related programs, research, and/or other departmental activities. The 60% reallocation will be as follows:

- Academic Teaching Departments
  - 30% - sponsoring faculty member/developer;
  - 20% - appropriate department head; and
  - 10% - appropriate dean

- Academic Non-Teaching Departments
  - 30% - sponsoring staff member/developer;
  - 20% - appropriate director/executive director; and
  - 10% - appropriate assistant/associate vice president
- Non-Academic Departments
  - 30% - sponsoring staff member/developer;
  - 20% - appropriate director/executive director; and
  - 10% - appropriate vice president

1.1.2 Twenty percent (20%) of the indirect cost recoveries will be reallocated to Academic Outreach and Engagement.

1.1.3 Twenty percent (20%) of the indirect cost recoveries will be reallocated to the Office of the Provost and Executive Vice President for Academic Affairs (VPAA) to provide administrative support and other efforts not funded by the above categories.

## 1.2 Activity Sponsored by a Department or Unit

1.2.1 The department or unit will receive the percentage allocation for the individual (faculty or staff member) and the department head/executive director as detailed in section 1.1.1 above

## 2. EXAMPLES

### 2.1 Academic Teaching Department

Kayaking course sponsored by a faculty member through his/her academic department.

- Cost to deliver course including instructor fees, equipment, and materials, plus 25% indirect costs: \$100.00 per student

Per student enrollment, the 25% in indirect costs would be distributed as follows:

- \$7.50 to developer
- \$5.00 to appropriate department head
- \$2.50 to appropriate dean
- \$5.00 to Academic Outreach and Engagement
- \$5.00 to Provost and Executive Vice President for Academic Affairs

### 2.2 Academic Non-Teaching Department

Industrial technology course sponsored by a developer through his/her unit.

- Cost to deliver course including instructor fees, equipment, and materials, plus 25% indirect costs: \$100 per student.

Per student enrollment, the 25% in indirect costs would be distributed as follows

- \$7.50 to developer
- \$5.00 to appropriate director/executive director
- \$2.50 to appropriate vice president
- \$5.00 to Academic Outreach and Engagement
- \$5.00 to Provost and Executive Vice President for Academic Affairs

### 2.3 Non-Academic Department

Transitional career development training sponsored by a developer through his/her unit.

- Cost to deliver course including instructor fees, equipment, and materials, plus 25% indirect costs: \$100.00 per student

Per student enrollment, the 25% in indirect costs would be distributed as follows:

- \$7.50 to developer
- \$5.00 to appropriate director/executive director
- \$2.50 to appropriate vice president
- \$5.00 to Academic Outreach and Engagement
- \$5.00 to Provost and Executive Vice President for Academic Affairs

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## Related Statutes, Policies, or Requirements

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[System Regulation 21.01.01, Financial Accounting and Reporting](#)

[System Regulation 21.01.05, Service Departments](#)

[System Policy 25.07, Contract Administration](#)

[System Regulation 28.02, Educational Business Activities](#)

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## Contact Office

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