Prior OSR Infrastructure/Utility Charge Guidelines Effective Through 8/31/05
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This procedure supplements but does not replace the guidelines listed below:

Policy	Description
Guide Memo 37.3 Infrastructure Charges	General Guide
ISC Implementation Policy	Budget Office Implementation Guideline
Indirect Cost Waivers (RPH 3.10)	ISC/UC Waivers
ISC/UC Rates (Cost & Management Analysis)	Fiscal Rates

OSR team members must familiarize themselves with the Infrastructure Charge (ISC) /Utility Charge (UC) implementation policy. Based on this policy and the following guidelines, team members will apply the appropriate burden schedule and attributes to the award/task to correctly charge the infrastructure rate. The infrastructure and utility charges are calculated by the Oracle Financial system and appear in expenditure types 58910 INTERDEPT INFRASTRUCTURE CHRGE and 58920 INTERDEPT UTILITY CHARGE from October 04 onward. Prior to October 04, the infrastructure and utility charge appeared in 56930 INFRASTRUCTURE CHARGE and 56940 UTILITY CHARGE.

The Utility Charge
The utility charge (UC) follows the exact same rules as ISC. It is a 0.5% charge levied at the discretion of the School Deans. At present only the Dean of Research has chosen to levy this charge. All projects in the Dean of Research org codes are subject to this charge. Whenever "ISC" or "Infrastructure" is used, it is assumed to include the utility charge.

Government funded sponsored projects may not be charged ISC. Non-government funded sponsored projects may not allow ISC as well. Awards that do not allow ISC require an alternate PTA or a Provost waiver.

Refer to the Burdening Adjustments Guidelines on the OSR Desktop procedures page for guidance about how to adjust infrastructure and utility charge.

Procedure (Refer to the APPENDIX B Sponsored Project ISC/UC Matrix below)

1. The accounting associate (AA) will verify if ISC is applicable at PTA setup/modification. PTA's charged 0% IDC are eligible for ISC but see (a) through (e) below. If the sponsor cannot pay the ISC, then the ISC must be charged to an alternate PTA. PTAs charged IDC between 0% and 6% will not be charged ISC and do not require an alternate PTA. If the department does not wish to pay the ISC, the department may apply to the Provost for a waiver.

    Note: An IDC waiver from the Dean of Research does not exclude an award from ISC. The department must request an ISC waiver from the Provost if it desires the award to be excluded from ISC. Otherwise the department must provide an alternate account for the ISC if the sponsor will not accept the charge.

    a. Tasks exempted by the Budget Office ISC Implementation Policy ("Implementing the Infrastructure (ISC) Guidelines") are coded as (1) on the sponsored project ISC/UC matrix below. Generally tasks opened on or after 1/97 are subject to ISC. ISC was not charged until July 98. The time period 1/97 - 7/98 is exempt by the Provost's Office from ISC. Read the policy for other exclusions!
    Note: Delphi will burden transactions with ISC for all of fiscal year 1998.

    b. Government awards - The accounting associate must request an alternate PTA from the department. Government awards will not pay ISC. Coded as (3) or (5) on the sponsored project ISC/UC matrix below.

    c. Non-government awards - If ISC is not clearly listed in the award budget/budget support, contact the department to confirm if the sponsor will pay the ISC charge. If not then request an alternate PTA or Provost waiver. Coded as (3), (4), (5) on the sponsored project ISC/UC matrix below.

    d. All cost-sharing awards (committed or overdraft) are exempt from ISC/UC. No coding required.

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    e.   Specific ISC waivers (Coded as (4), (5) or (6) on the sponsored project ISC/UC matrix below.

         The following ISC waivers have been granted by the Provost Office for specific categories of awards:

       i.   Travel Grants

       ii.   Off campus tasks (This does not include subcontracts – ET 54710/54720)

       iii.   NSF REU (Research Experiences for Undergraduates) awards

       iv.   SLAC (org code AHYA, AHZA, AHZH, AHZO)

       v.   Mellon Foundation awards unless it comes to our attention that the award was initiated by Mellon and not Stanford. If initiated by Mellon, Mellon will pay the ISC.

       vi.   NSF Post Doctoral Dissertations

       vii.   Internally funded, competitively awarded award programs ("University Research")

       viii.   Restricted funds where the purpose is to support junior faculty in the development of their research and scholarship programs. The Provost Office must approve *all* waivers in this category before they are applied. This exemption became effective September 03 for active awards. *Currently the Provost has only exempted the following:*

         Sloan Fellowships to support junior faculty (see also ix below)

         NARSAD (National Alliance for Research on Schizophrenia & Depression) Young Investigator Awards for junior faculty.

       ix.   Sloan Fellowships.

       x.   Unexpended balances on fixed price awards that have been assessed an F&A rate of 6% or more may be transferred to a departmental PTA (usually an income account) that is exempt from infrastructure. The departments may use an existing PTA that is exempt from ISC or Fund Accounting will set up a new exempt PTA.

         Note: If the award is charged ISC, we would charge ISC on the remaining balance and transfer the balance to a departmental PTA exempt from ISC. If an alternate PTA is paying for the ISC, we can still charge the ISC on the remaining balance and transfer the balance to the departmental PTA exempt from ISC. The alternate PTA need no longer be used. (Unless requested by the department and the PTA meets all required criteria.)

2.   OSR will verify the department is using an appropriate alternate account. Designated, endowed or expendable funds may be used. Operating budgets are permitted. Fund Accounting should approve the use of a non-sponsored account to ensure any restrictions are observed. Other sponsored projects may not be used.

    Note : The school/department may use the same alternate PTA for multiple awards.

3.   The AA will not set up the sponsored project until the department provides the alternate PTA or Provost Waiver. This may be done by e-mail.

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4. Requests for Waiver

    If the PTA is not exempt from ISC and an existing waiver does not apply, the department must request a waiver from the Provost to exclude ISC charges on the PTA. The Provost can grant the waiver via e-mail and copy OSR. Code as (4), (5), or (6).

5. Special Considerations

    Equipment Grants
    Equipment grants should generally be set up with full IDC rates. Capital equipment is already excluded by expenditure type from ISC. No special coding should be required.

    Restricted PTAs
    On an award where a temporary task is set up for a funding carry forward awaiting authorization from the sponsor and no expenditures will be charged to this PTA, then the task is excluded from ISC/UC.

    Burden Adjustments
    The burden schedule on an award may be changed at any time. Transactions will be burdened using the new schedule immediately. However, any retroactive adjustments must be done manually.

    Alternate PTA's
    Starting the month of August 04, for those sponsored PTA's where ISC/UC is charged to an alternate PTA, ISC/UC will be calculated by Oracle Financials on the sponsored PTA. Burden schedules/overrides starting with "FB…" will be changed to schedules starting with "ISC…". The ISC/UC charge will be moved to the alternate PTA entered into the sponsored award task flexfields daily and will appear in expenditure types 56950 (ALT INFRASTRUCTURE CHARGE) and 56960 (ALT UTILITY CHARGE). A separate journal will charge the missing ISC/UC on the alternate PTA for September 03 through July 04. **Starting October 04, the alternate infrastructure and alternate utility charge expenditure types were changed from expenditure types 56950 and 56960 to 58930 (Interdept Alt ISC Charge) and 58940 (Interdept Alt Utility Charge) respectively.**

    Burden Schedules
    Burden schedules exist for the period FY98 through the current period. This means that transfers and adjustments of transactions prior to FY98 must be burdened manually.

6. Data Entry

    See Appendix A and B for guidance on properly coding ISC. In addition there is a separate flowchart "Implementing ISC/UC Policy in Oracle Financials for Sponsored Projects"

For more information about the implementation of infrastructure, contact Jesse Charlton at ext. 3-9102 or e-mail jessech@stanford.edu. The Provost in the Provost's Office approves ISC/UC waivers and is responsible for the ISC/UC policy.

Revision History

March 9, 2009 – References to billing transaction controls removed. We will no longer use these transaction controls as transaction controls treat burdening transactions and ijournal transactions differently.

August 6, 2009 – Revised policy to permit the use of operating budgets as alternate PTAs.

APPENDIX A   Schedules and Burdening Components

Schedules

The following burden schedules are applied to the award to implement ISC/UC on sponsored projects:

Description	Schedule
All except Dean of Research	ISC
Subject to TGP	ISC_TGP
Dean of Research only	ISC_UC
Subject to TGP	ISC_UC_TGP
Exempt/not subject to ISC/UC or sponsor will not pay (alternate PTA)	FB_VA
Subject to TGP	FB_VA_TGP

Burdening Components

This chart documents the burdening components of each schedule:

Schedule	Fringe (FB)	Vacation (VA)	TGP	F&A	ISC	UC	GSS	VSC	SIP
ISC	X	X			X			X	
ISC_TGP	X	X	X		X			X	
ISC_UC	X	X			X	X		X	
ISC_UC_TGP	X	X	X		X	X		X	
FB_VA	X	X						X	
FB_VA_TGP	X	X	X					X	

Legend
Fringe (FB) = Regular Benefits Eligible, Post Doc, Contingent, Graduate Student RA/TA,
Vacation (VA) = Vacation Accrual (and Disability Sick Leave)
TGP = Tuition Grant Program
ISC = Infrastructure Charge
UC = Utility Charge
VCS = Veterinary Service Center
GSS = Graduate Student Stipend Surcharge (not applicable to sponsored projects or cost sharing PTAs).

APPENDIX B
SPONSORED PROJECT INFRASTRUCTURE / UTILITY CHARGE* MATRIX

AWARD SCENARIOS	F&A =0%				Mixed F&A (At least one task is chargeable)			Mixed F&A (Donor/Policy Exempt)
DESCRIPTION	All tasks on the award are exempt from ISC by Budget Office policy (1)	ISC chargeable to all tasks on the Award (2)	ISC chargeable to all tasks on the award but sponsor will not pay (3)	All tasks on the award are exempt from ISC by Budget Office e-mail waiver or per blanket waiver in OSR procedures (4)	There is at least task on the award that is coded differently. This example assumes there is one task that can be charged ISC. (5)			All tasks are either exempt by budget office policy or e-mail waiver or OSR blanket waiver. (6)
AWARD								
BURDEN SCHEDULE (on award unless otherwise noted)	FB_VA FB_VA_TGP	ISC ISC_TGP ISC_UC ISC_UC_TGP	ISC ISC_TGP ISC_UC ISC_UC_TGP	FB_VA FB_VA_TGP	ISC ISC_TGP ISC_UC ISC_UC_TGP			FB_VA FB_VA_TGP
TASK (flexfields)					(The task is exempt) Use the Burden Schedule Override to apply the correct schedule to the task. FB_VA FB_VA_TGP	(The task can be charged.)	The task is chargeable but the sponsor will not pay. You must enter the ALT PTA in the task flexfields.	
SP_ISC Pick list is: ALT_ISC_PTA_Req ISC_Donor_Exempt ISC_Provost_Exempt ISC_Not_Applicable	ISC_Not_Applicable	ISC_Chargeable	Alt_ISC_PTA_Req	ISC_Provost_Exempt	ISC_Provost_Exempt ISC_Not_Applicable	ISC_Chargeable	ALT_ISC_PTA_Req	ISC_Provost_Exempt or ISC_Not_Applicable
(Alternate PTA) SP_ISC_ALT_PROJECT SP_ISC_ALT_TASK SP_ISC_ALT_AWARD	<blank>	<blank>	<alt project> <alt task> <alt award>	<blank>	<blank>	<blank>	<alt project> <alt task> <alt award>	<blank>