

SCHOOL OF MEDICINE TELECOMMUNICATIONS RATE

BACKGROUND

The University recently announced they will no longer bill desktop phone services directly to individual depts/units through monthly detailed statements. Instead desktop phone services will be charged in a single lump sum to a SoM Dean's Office fund. This new approach allows SU to eliminate outdated software, as well as staff time associated with the current detailed monthly billing reconciliation processes. Combined, these changes are expected to reduce the cost to the School for desktop phone services.

The SoM has developed a methodology for distributing the desktop phone service costs back to individual units/departments by creating a telecommunications rate of **.8%**. Effective 9/1/12 the rate will be assessed on all salaries paid on School of Medicine owned tasks.

APPLICATION TO SPONSORED PROJECTS

The new rate will apply to non-federal/non-government sponsored projects only. RMG will calculate the .8% rate on all salaries of SoM faculty, staff, postdocs, students, and TBN positions listed on the proposal budget. The total amount will then be shown as a line item in the Other Expenses category of the budget as a "Telecommunications Charge".

NOTE- direct charging of Stanford ITS provided desk-top telephone services on any sponsored project (non-federal, federal, or government) will no longer be allowable in the School of Medicine.

Q&A

- 1) How will the new rate be covered for SoM personnel budgeted on federal or government sponsored project awards?

The telecommunications rate of .8% will not be applied to salaries charged to federal or government sponsored awards. The telecommunication charge on all salaries in all other fund types will be used to pay the cost of ITS services previously paid directly by the department.

- 2) How will the new charge appear on my expenditure statement?

The new charge will appear in a new, separate interdepartmental expenditure code.

- 3) If phone services are needed for an offsite location and are not provided by SU ITS, can they be direct charged?

Yes, if they are allocable to the project and allowable under the sponsor policy they can be direct charged.

**SCHOOL OF MEDICINE
TELECOMMUNICATIONS RATE**

- 4) Can I charge the new rate on a federally funded sponsored project that is considered a “major project”?

No, you cannot direct charge the telecommunications rate for desktop phone services provided by Stanford ITS.

- 5) For the non-federal/non-government funded sponsored project awards that did not include the telecommunication charge in the proposal budget, can we now charge it to the grant/contract?

If allowable, you can utilize your rebudgeting authority to charge the new rate. If the grant/contract does not allow rebudgeting, you will either need to request prior approval from the sponsor or move the charge to an unrestricted fund.

- 6) If an individual is not budgeted in the proposal but is charged on the award, will the rate be assessed against his/her salary?

Yes.

- 7) If a SoM faculty is included on a proposal budget that is submitted by another school, how will the .8% be included?

The .8% must be included for all salaries that will be sourced to SoM owned tasks.

- 8) If a non-SoM faculty is included on a proposal budget that will be submitted by SoM, should the .8% be assessed against their salary?

If the non-SoM faculty salary will be sourced to a SoM task then the .8% should be included. If the salary will be sourced to a non-SoM task the .8% can be excluded.

- 9) Who should I call if I have questions?

Questions related to sponsored project proposals and awards should be directed to your RPM. Questions about the new policy should be directed to Sam Zelch.