Each year, the Office of the Vice President for Research returns indirect costs collected from grants and contracts during the preceding fiscal year (July 1 – June 30) to principal investigators, department chairs, and if appropriate, directors of certain authorized centers/institutes. The current distributions are at Project Manager (formerly Project PI) 10%; Department Chair 7.5%; and if a center/institute is identified in UFIRST as supporting the project, then 7.5% to the Center/Institute Director. The remainder of the indirect costs collected is returned to the college. Please follow the mapping below. Step 4 will guide you directly on how to designate IDC to the UF Genetics Institute. If you have any questions or need assistance please contact Cindy Heesacker 273-5033. Thank you for your support!

https://my.ufl.edu/ps/signon.html

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Step 1
Locate and open the UFIRST Award. On the left-hand-side of the screen under My Activities, and at the bottom, click **Update Project IDC Returns**.

Step 2
In the Update Project IDC Returns pop-up window two options will be available.

1) To add a new IDC distribution
2) To update an existing IDC distribution

Example:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Center</th>
<th>Percentage</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0009559</td>
<td>IDC Returns!</td>
<td>8/20/2016 7/31/2017</td>
<td>Institute for Therapeutic Innovation</td>
<td>7.50%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3
Upon selecting either Add or Update, select the project for which the IDC Distribution is being made or adjusted.

Example:

Add PeopleSoft_IDC Distribution_ChangeTracking

1.0

Select the Project this IDC Distribution is associated with:

Current Project:

* Change to Project upon activity completion:

  - P0009559
Step 4
In Field 2.0 use the text box to search for the Center that should receive IDC distributions from the previously identified (example) project. Please note that the wildcard “%” can be used in this field to assist in the query.

Example:

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Center ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF Genetics Institute</td>
<td>10.1680</td>
</tr>
</tbody>
</table>

Step 5
In Field 3.0 enter the percentage of the IDC returns that should be allocated to this center. Please note only three centers can receive IDC distributions from a single project. Across all center distributions for a single project, the percentage of distribution cannot exceed 7.5%

Example:

Once complete click OK in both pop-up windows.

Repeat Steps 1-5 as necessary.