

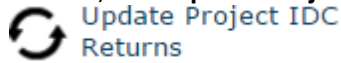
Each year, the Office of the Vice President for Research returns indirect costs collected from grants and contracts during the preceding fiscal year (July 1 – June 30) to principal investigators, department chairs, and if appropriate, directors of certain authorized centers/institutes. The current distributions 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>

>Main Menu
>>Financials
>>Grants
>>>UFIRST

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:

Update Project IDC Returns						
IDC Distributions:						
<input type="button" value="Add"/>						
	Project	Project Name	Start Date	End Date	Center	Percentage Delete?
<input type="button" value="Update"/>	P0009559	IDC Returns!	8/20/2016	7/31/2017	Institute for Therapeutic Innovation	7.50% <input type="checkbox"/>

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	<p>Select the Project this IDC Distribution is associated with:</p> <p>Current Project:</p> <p>* Change-to Project upon activity completion:</p> <p><input checked="" type="radio"/> P0009559</p>

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:

2.0

Current Center:

* Change-to Center upon activity completion:

%Genetics Select...

Center Name	Center ID
UF Genetics Institute	10.1680

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:

3.0

Current percentage of returned IDC for the selected center: %

* Change-to Percentage of returned IDC for the selected center upon activity completion:

7.5

Once complete click OK in both pop-up windows.

Repeat Steps 1-5 as necessary.