



School of Social Work and Criminal Justice
Research and Program Indirect Cost Recovery (ICR) Policy

Indirect Cost Recovery (ICR) funds (also referred to as indirect costs) collected centrally by UW Tacoma and then distributed to academic units are intended to cover certain costs related to research or program activities that cannot be itemized on research or program budgets such as facilities support and administrative costs of managing grants or programs.

ICR funds are the primary source of revenue that enable UW Tacoma to provide campus wide research support. Thus, all UW Tacoma eligible Principal Investigators (PIs) (see UW Tacoma PI policy for eligibility) are required to submit all grant proposals through their UW Tacoma academic unit.

It is required that all UW Tacoma academic units will have their own policies for ICR (or similar funds†) which will include any research centers housed within them. Unit-level policies will specify priorities for the use of ICR in support of research and the percentage, if any, of ICR that PIs may receive back.

The School of Social Work and Criminal Justice outlines the following information regarding its ICR Policy.

- Program ICR Funds - Program ICR funds should heighten the school's profile and align with the school's mission and goals. Program funds that reside in the ICR budget are restricted for use of permanent funding for faculty and staff lines. The funds may be used to temporarily fund student, staff, or faculty salaries who are hired to support program or administrative initiatives/projects. The funds may be used to pay Administrative Supplements (ADS) for faculty and/or Temporary Salary Increases (TSI) for staff.
Research ICR Funds - Research ICR funds must be spent on items that assist faculty with advancing their scholarship and research agendas. Research ICR funds deposited in the SSWCJ administration budget will be re-invested to support school-wide research initiatives which may include scholarly symposiums, trainings, retreats, events, research project awards, research and scholarship dissemination initiatives, and/or supplies (i.e., software). Gift and foundations funds may be exempt from this policy if donors or foundations prohibit ICR distributions.

The grid below provides the following fund distribution once ICR funds are deposited into the SSWCJ ICR budget.

Table with 3 columns: Description, Percentage, and Spending Authority. Rows include Research Grant ICR Principal Investigator (PI) at 40%, Research Grant ICR Administrative Indirect Costs at 60%, and Program Administrative Indirect Costs at 20%.

† References to similar funds may include ICRs such as gift funds administered through Advancement or Program Administrative Funds conveyed through other University of Washington Tacoma or Seattle fiscal systems.

Program Administrative Indirect Costs	80%	SSWCJ Administration
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\*ICRs for research grants that are \$5,000 or less, the PI (grantee) will retain the entire amount. If the ICR is more than \$5,000, the amount over \$5,000 will be split between the PI (grantee) and SSWCJ administration 40/60%. The maximum amount a PI may retain is \$50,000.

\*\*ICRs for programs that are \$1,000 or less, the program will retain the entire amount. If the ICR is more than \$1,000, the amount will be split between the program and SSWCJ administration 20/80%. The maximum amount a program may retain is \$25,000.

If a PI retires, resigns or cannot use their designated ICR funds, the funds will be returned to the SSWCJ and managed as administrative Indirect Cost funds. Funds within the ICR budget do not expire. At the end of each fiscal year, ICR funds roll over and are not swept.