



F&A Distribution Agreement

This document is designed to strategically enable the CHHS Dean’s Office to further allocate external grants indirects from Facilities and Administrative (F&A) costs that come back to the college after grant expenditures. Such distributions may include entities within and outside CHHS (e.g., Colleges, Centers, Departments, PI, Co-PI, and Co-Is etc.) and will be determined at the discretion of the CHHS Dean’s Office in collaboration with the Principal Investigator (PI). Please note that F&A is only accrued after grant expenditures are completed.

The following F&A distribution agreement is only applicable for CHHS grants that accrue \$2400 or more in indirects back to CHHS after grant expenditures. If that is the case, this document must be completed by the PI and relevant parties before the grant is submitted. Please see the CHHS standard operating procedure for external grants indirects at https://www.wku.edu/chhsresearch/documents/indirect_sop_revised_2023.pdf. Please ensure that this completed and signed form is submitted to all proper channels, including but not limited to the CHHS Faculty Fellow for Research and CHHS Budget and Grants Manager, by emailing the form to chhs.research@wku.edu. Please note that all external grant indirects from F&A allocations to CHHS are tracked within the CHHS indirects index.

Proposal# (from WKU SPIRIT):
 Principal Investigator (Name, Dept/School/Center):
 Project Begin Date:
 Project End Date:
 F&A Cost (Total):

F&A Distribution: Please list relevant distributions on this project as agreed to by the CHHS Dean’s Office and the PI. The total must equal 100%. Not all grants will be associated with a CHHS applied research center, and some may only include one Department, etc. This distribution agreement is applicable to this proposal or project and is designed to be a catalyst to clarify and create efficient distributions.

College, School/Department, and Center			
<i>Name</i>	<i>Entity</i>	<i>Percentage</i>	<i>Signatures</i>
Investigator			
<i>Role</i>	<i>Name</i>	<i>Percentage</i>	<i>Signatures</i>
Total Percentage (must equal 100%) =			

*The Additional Role signature field may be utilized for relevant project personnel or administration, etc.

ADDITIONAL DOCUMENTATION: