

Off-Campus F&A Rate Questionnaire

For guidance, see the [When is the On-Campus vs. the Off-Campus F&A rate used?](#) section of the Facilities and Administrative (Indirect Cost) Rates page on the SPO website. **If the project is conducted in leased space and lease/rent costs are directly charged to the sponsor over the life of the project, the off-campus F&A rate must be used, and there is no need to complete this form.**

Principal Investigator Name: _____

Department/ORU: _____

Contact Person: _____ Contact Phone/Email: _____

Title of Project: _____

Sponsor Name: _____

Amount of Funding Requested: _____

Note: To be considered for an off-campus rate, all of the following questions must be answered.

- 1. Is this project a continuation of an existing or prior project funded by **the same external sponsor** with an off-campus F&A rate? Yes No

If yes, please provide **the Fund #** of the existing or prior project: _____

- 2. Will this project be (a) conducted at a professional facility not owned or leased by UC Berkeley? This includes all UC Berkeley properties and field stations, or (b) located at a distant field site that precludes normal access or travel to/from the University? Note: Work from home is not considered an off-campus location. Yes No

If yes, please list/describe the facility/field site location and its distance from the UCB campus:

- 3. Will project activities take place off-campus continuously (i.e., project personnel will not return to a home/campus base) for longer than one semester or three summer months? Yes No

If yes, please indicate the position/s of the Berkeley personnel that will be based at the off-campus location and **the length of continuous uninterrupted time** each position will spend at the off-campus location:

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4. Will the majority of project personnel effort be associated with work at an off-campus location?

Yes No

If yes, please provide a breakdown (in person months) of Berkeley project personnel effort (paid and unpaid) that will occur at the off-campus location and Berkeley project personnel effort (paid and unpaid) that will occur on campus:

5. Will any university systems, resources, and/or facilities be used during the project? Yes No

If no, please describe how the project will be carried out without using any of the University's office space, equipment, and/or electronic communications services (such as telephones, Internet, and e-mail):