

COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

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Crop Sciences Business Office (CSBO) policy for co-located USDA-ARS Scientists

I. Guiding principles:

1. The UIUC CSBO/USDA-ARS relationship must be updated to be mutually beneficial under the [budget model](#).
2. The CSBO will follow policy from Uniform Code, UIUC policy, etc. Essentially only those items that are mandated and documented for grants, and more specifically RSAs.
3. USDA-ARS will manage its funds to work within this new process and expectations.
4. USDA utilizes Crop Sciences technology services, space and research facilities.

II. Moving forward:

1. **Crop Sciences will only manage four RSAs with overlapping project duration dates.** Two RSAs for the GPPRU and two for the SB group. For example: GPPRU RSA 1 is 1/1/20XX-12/31/20XX and GPPRU RSA 2 is 6/1/20XX-5/31/20XX. No new RSAs will be accepted after 9/30/2019.
 - The overlap will ensure that graduate students are continually funded, and travel will not overlap performance periods. **No other agreements will be accepted.**
 - The RSAs will only be used to **support personnel (i.e. undergraduate/graduate students, temporary workers, etc.), travel/registration fees for personnel, plot fees, Keck Center, greenhouse fees, REC service fees, and WebStore purchases for UIUC computers for the use of students.**
 - This will allow Crop Sciences to ensure proper funding for each student that is recruited/enrolled.
 - Funding available must be able to cover **each graduate student for one year and undergraduates for the duration of their employment.**
 - The RSA will **require 10% F&A** (or the highest amount allowed) **and full tuition remission** (now mandated by SPA).
 - If additional funds become available, an amendment will be processed.
 - Submit RSA to the Grants and Contracts Associate first for processing through SPA and then through USDA channels to ensure proper UIUC approvals are in place.

NOTE: Crop Sciences understands that extramural funding sources cannot be mixed with the unit's CRIS project allocation. In these instances, an additional RSA will be allowed assuming it meets the requirements listed above.

2. Co-location fees.

- **Co-location fees** will consist of such things as a **space fee, technology services fee, utility fee, etc.**
 - The rates will be pulled from the **parameters of the new budget model** and **F&S posted rates.**
 - Technology Services cost per weighted employee FTE = FTE x parameter
 - FTE = # of USDA personnel
 - Utility fee = Average rate for steam, electric, chilled water, water, and sanitary x NASF
 - Fees will be invoiced quarterly to USDA via UIUC payables in accordance with the lease agreement in the months of April, July, October, and January.
- 3. All other supplies will be purchased by USDA** using GSA, the storeroom or other available avenues, but will not be purchased by Crop Sciences personnel on their behalf, etc.