

**F&A Distribution Agreement**

**INSTRUCTIONS:** This form is required to document an agreement between investigators and College administrations to split recovered F&A (indirect) costs on a funded sponsored project. It may be completed at the time of proposal submission or at time of award. **This form must be completed, signed and submitted to the Office of Contract and Grant Accounting (cga@nova.edu) prior to the creation of the sponsored index account that will generate the F&A.**

**NOTE:** Projected split amounts less than \$1,000 will not be considered.

<b>Section A: Project Information</b>						
PI Name:		PI Department:		PI College:		
Funding Agency:				Index (if funded):		
Title of Project:						
<b>Section B: F&amp;A/Funding Information:</b> Please provide the information below based on the final proposed budget (if completed at proposal) or the final award (if completed at award). If you have questions about completing the F&A Rate/Funding Information, please contact the Office of Sponsored Programs at osp@nova.edu.						
F&A Cost Rate for Proposal/Award:			Rate Type: <input type="checkbox"/> MTDC <input type="checkbox"/> TDC <input type="checkbox"/> S&W <input type="checkbox"/> Other			
Total Direct Costs:		Total F&A Costs:		Total Costs:		
<b>Section C: Investigator Split and Approvals (if applicable).</b> Please provide the percentage split for the Principal Investigator(s) and Co-Investigator(s) (must total 10%) and the projected amount for each. Each investigator for whom a percentage of F&A is allocated, and their Dean, must sign to approve the arrangement. <i>NOTE: If there will not be a split between investigators, this section does not need to be completed.</i>						
Investigator:	College:	Incentive Account #	% F&A Split (Must total 10%)	Projected F&A Amount	Investigator Signature	Dean/Designee Signature
Total:						
<b>Section D: College Split and Approvals:</b> Please provide the percentage split for the College (must total 10%) and the projected amount for each. Each Dean for which the College will be allocated a percentage of F&A must sign to approve the arrangement. <i>NOTE: If there will not be a split between Colleges, this section does not need to be completed.</i>						
College/Unit:	College Org #:	% F&A Split (Must total 10%)	Projected F&A Amount	Dean/Designee Signature		
Total:						
<b>NOTES</b> (Please add any explanatory notes, if needed):						