**A Principal Investigator should use this form if/when:**

A new proposal, continuation, supplement, budget revision, and/or change in scope/location is being submitted; ***and***

* The project is subject to the rates as established in the current Stony Brook University F&A/indirect cost rate agreement; ***and***
* Greater than 50% of the project is being performed at an off-campus location as documented below ***Or***
* The entire project is conducted in leased space and the lease/rent costs are directly charged to the sponsor over the life of the project. For projects that meet this criteria, sign the form and include the location of the leased space and rental costs in your myResearch proposal/budget.

**A Principal Investigator should not use this form if/when:**

F&A/IDC recovery is specifically limited or restricted based upon the sponsor’s written policy; in such cases, documentation of the sponsor’s F&A/IDC policy must be appended as an attachment within myResearch.

**Notes/Guidance**:

An off-campus location is defined as any scientific or programmatic facility not owned or leased by Stony Brook University or located at a distant field site. **Note**: Work from home (including use of a home office), attendance at conferences, and incidental travel are not considered off-campus activity.

Indicate the position title(s) of SBU personnel included on the research project proposal, their total project effort (in months) and, if applicable, their proposed project efforts (in months) at the off-campus location. Indirect cost rates will be applied by the University consistent with the location where greater than 50% of the work will be performed.

For help converting percentage effort to calendar months, you can use the [Budget Effort Conversion Table](https://www.stonybrook.edu/commcms/osp-ogm/Guidance.php) on the OSP/OGM Guidance website. **Corresponding calendar months must be reflected in myResearch and sponsor budgets**.

The off-campus rate request form requires both Chair’s and Dean’s approvals, which may take several business days to secure. Approved forms must be included in the documents section of the myResearch proposal and is subject to the 5/2 submission policy.

Prior to completing this request and/or for guidance, see [Guidance for On/Off-Campus F&A Rates Procedure](https://www.stonybrook.edu/commcms/osp-ogm/_pdf/Guidance%20for%20On%20Off%20Campus%20Facilities%20and%20Administrative%20Rates%20Procedure.pdf) on the OSP/OGM website.

|  |  |  |  |
| --- | --- | --- | --- |
| Principal Investigator Name |  | | |
| Department/School/College |  | | |
| Title of Project |  | | |
| Sponsor Name |  | | |
| Project Period (start/end date) |  | | |
| If available, provide FP# in myResearch |  | | |
| Amount of Funding Requested | $ | | |
| **A. Name of SBU personnel (including TBD) and title (***examples provided are for illustration***)** | **B. Total budgeted salary effort (in months) on this project for all years, including mandatory cost-share** | **C. Number of months in Column B that will be spent at the off-campus location. Specify location.** | **D. Identify the nature of work conducted at this location** |
| *John Doe, PI* | *6 Months* | *3 Month of effort at Sandia National Lab* | *Experimental work during the summers* |
| *Graduate Student (TBD)* | *30 Months* | *20 Months of effort at Sandia National Lab* | *Experimental work throughout the 3 year award period* |
|  |  |  |  |
| **Totals:** | *36 Months* | *23 Months* |  |
| **Total % Effort Off-Campus (C÷B)** | *64%* |  | |

**APPROVALS**:

I confirm that greater than 50% of the cumulative SBU project personnel effort will take place at the off-campus facilities/locations identified above, and I understand this information is subject to audit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PI’s Name: |  | Chair’s Name: |  | Dean’s Name: |
|  | PI’s Signature: |  | Chair’s Signature: |  | Dean’s Signature: |
|  | Date: |  | Date: |  | Date: |

**Submit the completed form to your chair and dean for review and signature. When all signatures are obtained, upload the signed document into the General Proposal Information section of your myResearch funding proposal. These steps should be completed in advance of the 5/2 proposal deadline period.**