Indirect Cost Rate
Indirect costs (also known as financials & administration costs) refer to the general support and administrative management that is necessary for proper implementation of a grant project (utilities, clerical, office space, accounting, library, custodial services, grant management, etc.). Since these costs are not typically itemized in grant applications, indirect costs are usually assessed against the project as a predetermined negotiated rate established between the University and the Department of Health and Human Services (which is recognized as the “federal cognizant agency” for WU).

Washburn University’s established Indirect Cost Rate is 45% of Total Direct Salaries and Wages. Direct Salaries and Wages include vacation, holiday, sick pay and other paid absences, but exclude all other fringe benefits. Washburn’s Rate Agreement document can be viewed and downloaded from the “Forms” section of the OSP website.

It is the responsibility of the Principal Investigator to “see that the grant or contract provides for the maximum established allowable indirect cost.”* If indirect costs are not requested, the principal investigator must attach documentation that these costs are not allowed or are a lesser rate under the application guidelines. In addition, approval must be obtained in advance from the Vice President for Administration and Treasurer if indirect costs are requested at a rate less than the University’s negotiated rate. It is important as a Principal Investigator to be aware of the regulations and requirements pertaining to the calculation of indirect costs for each grant application.

Travel/Subsistence Rates
As part of budget preparation, it is likely that the Principal Investigator will need to estimate certain costs pertaining to a grant project. Such costs include mileage, meals, lodging, airfare, ground transportation and registration fees. When estimating these costs, please note the following guidelines:

- Information concerning university regulations and procedures for travel and/or entertainment reimbursement (including current vehicle mileage rates) are contained in Section J (Travel) and Section K (Entertainment) of the Washburn University Policy, Regulation and Procedure Manual (WUPRPM).
- Reimbursement for all expenses (including meals) is dependent upon submission of original detailed receipts (credit card statements will not be accepted).
- A helpful resource to use when estimating budget costs for lodging and meals can be found on the U.S. General Services Administration website at: http://www.gsa.gov/portal/category/100120

Other Washburn University Policies
Facilities and Administration (F&A) Cost Rate  45%

Allowable Travel Expenses  Personal automobile expenses, automobile rental, parking, tolls, commercial carrier
charges, lodging, meals, conference fees, tips.

Mileage Reimbursement  57.5 cents per mile, round trip from Washburn University to destination. Refer to standard driving mileages table.

Meal Per Diem Maximum Reimbursement  $50

Fringe Benefits (Includes: FICA, TIAA/CREF, Unemployment Compensation Tax, Health Insurance, Life Insurance.)

38% for salaries of $26,824 to $34,957
32% for salaries of $34,958 to $43,185
30% for salaries of $43,186 to $51,737
30% for salaries of $51,738 to $59,874
30% for salaries over $59,875

*Additional 10% TIAA contribution becomes effective after the first full year of employment.

**Health insurance varies based on salary & plan chosen. The rates above were calculated using a single health insurance plan.

***Summer faculty and students working less than half-time are subject to employer share of payroll taxes only (8%). Student workers must be enrolled at least half-time to qualify for benefits.