



Instructions for Implementation of Policies and Procedures on Direct Cost Recovery and Cost Sharing for Facilities under the Direction of the Aquaculture Research Institute.

Effective Dates

Effective October 1, 2012, all project or activity directors requesting services at the Aquaculture Research Center must provide funds for facility fees for basic services and/or labor costs for other services except when the activity is part of a pre-existing contract (see below).

Effective October 1, 2012, principle investigators may include facility fees and labor costs for services in proposal budgets processed through the Office of Research and Sponsored Programs (ORSP) or Department of Industrial Cooperation (DIC).

Effective October 1, 2015, all project or activity directors requesting services at the Hitchner Disease Isolation Suite must provide funds for facility fees for basic services and/or labor costs for other services except when the activity is part of a pre-existing contract (see below).

Pre-Existing Contracts for the Hitchner Disease Isolation Suite

Projects and activities initiated prior to July 1, 2015, are exempt from basic service fees and labor costs for other services if all of the following conditions are met:

1. Commitments for basic service and labor provided by the facility are approved elements of a contract administered by ORSP or an agreement administered by DIC.
2. The contract or agreement was formally submitted by ORSP or DIC to the sponsor prior to October 1, 2015.
3. The contract or agreement has a budget that specified costs for university services for a defined time period.

Project renewals submitted after October 1, 2015, are **not** exempt from facility fees and labor costs. Our intention is to honor contractual commitments made prior to October 1, 2015. For unusual situations, please contact the ARI Associate Director.

Basic and Other Services

Basic service includes services at a facility in support of the use and care of space or animals used by the project. Basic services are defined in Section VI of

the “Policies and Procedures on Direct Cost Recovery and Sharing for Facilities under the Direction of the Aquaculture Research Institute”.

Special service includes all services not on the defined list of basic services and provided to meet unique needs of individual projects or activities. A list of examples of other services is provided in Section VII of the “Policies and Procedures on Direct Cost Recovery and Sharing for Facilities under the Direction of the Aquaculture Research Institute”. Labor costs for other services will be charged at the labor rate listed above. Costs for other supplies or inputs provided by the facility must be reimbursed directly.

Instructions for Proposal Budgets

On ORSP proposal budget spreadsheets, enter costs for basic services and costs of labor for other services on the following line: ***Farm Services***.

Use the following text for budget justifications as appropriate:

- Fees for direct costs of basic services provided to the project by [*insert name of facility here*] (University of Maine). The fee covers costs of supplies, labor, and commercial services for a standard set of services and is based on a rate of \$ /square foot/year.
- Labor cost for staff at [*insert name of facility here*] to be assigned to the project or activity based on a rate of \$/hour.

Costs for Projects Requesting Reduced Services

There are reduced service fees when project directors provide some of the inputs and labor for their projects or activities. Please note that it is **not** possible for project directors to provide **all** of the inputs. The facilities have specialized water supplies that are managed by the facility staff. Where project directors provide some of the inputs and labor for their projects or activities and not all of the basic service is required, fees are negotiated on a case-by-case basis. Project directors should contact Neil Greenberg in the first instance. Reduced service fees are agreed by the ARI Management.

Service Requests and Billing

Facility Use Requests and Special Service Requests should be submitted as follows:

- Neil Greenberg, Facility Use Requests for the Aquaculture Research Center
- Neil Greenberg, for Special Service Requests (e.g. system reconfiguration)

- Deborah Bouchard, Facility Use Requests for the Hitchner Disease Isolation Suite

These forms can be found on the ARI website

<https://umaine.edu/aquaculture/about-ari/facilities/aquaculture-research-center-arc/arc-facility-use/>

Service Needs

It is generally recommended that project directors discuss service needs with the facility manager early in project planning.

All services are provided at the discretion of the ARI Management.

The above forms request estimates for facility use requiring basic service and estimated labor needs (hours) for other services. This information is used by the facility manager for planning purposes. Billing for services will be based on actual units used as reported by the facility manager. Questions on billing should be directed to the Associate Director, Aquaculture Research Institute.

Cost Sharing

Faculty and staff are expected to include basic service fees and costs for other services in proposal budgets submitted to external and internal sponsors or have other means to cover these costs.

The Aquaculture Research Institute will consider requests to cost-share fees and labor costs for research projects only in exceptional circumstances. Examples of circumstances that may receive consideration include high-priority projects that may not otherwise occur or be significantly delayed because of funding timeline issues, or to allow for trade-offs for significant non-monetary benefits to the station. Cost sharing discussions related to research and outreach should begin with the ARI Associate Director.

Cost sharing discussions related to teaching should be brought to the Dean by academic chairs/directors.