



**VIRGINIA AGRICULTURAL  
EXPERIMENT STATION**  
VIRGINIA TECH.

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TO: CALS Faculty

SUBJECT: CALS On-Campus vs Off-Campus Indirect Rate Procedure

For all research proposals submitted by on-campus faculty\*, proposal budgets must accurately reflect the location where work will be performed and apply the appropriate indirect cost rate and research expenditure credit.

Proposals must meet **one** of the following requirements:

1. The project is designated as on-campus, and the on-campus indirect cost rate is applied; or
2. The budget explicitly allocates a portion of project costs (e.g., faculty effort, personnel time, equipment, or other direct expenses) to the **AREC or off-campus facility** where project activities will occur.

Off-campus research in this context is defined as projects in which a substantive amount of the **work is conducted off campus**. The budget must quantitatively reflect the distribution of effort and expenditures between on-campus and off-campus locations, with the partnering off-campus unit receiving a separate sub-fund for the project for direct expenses. This allocation must also be clearly described and justified in the budget justification. The proposal must specify which project activities will occur on-campus versus off-campus (e.g., fieldwork, data collection, laboratory procedures, extension engagement).

Exceptions to this procedure may be granted on a case-by-case basis with appropriate justification. This requires a letter (email) of approval from the unit leaders (Department Head/School Director and AREC director) and approval from CALS Research and CALS Finance. Emails should be sent to [mburrows540@vt.edu](mailto:mburrows540@vt.edu), [jbaros@vt.edu](mailto:jbaros@vt.edu), and [Kgantt@vt.edu](mailto:Kgantt@vt.edu).

\* On-Campus Faculty - faculty whose offices reside on the main campus in Blacksburg

\*\* Off-campus is defined as outside the commuting range to Blacksburg. A commuting area to Blacksburg is the geographic region, primarily within Montgomery County and surrounding areas (Radford, Christiansburg, Roanoke), from which residents regularly travel daily to Blacksburg for work, education, or services. It is defined by reasonable travel distances and times, often centered on the Blacksburg-Christiansburg-Radford MSA.

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Dr. Mary Burrows  
Director of Virginia Agricultural Experiment Station  
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