

## POLICY ON CONTRACT OVERHEADS

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### Policy:

Contract research conducted in the Department of Psychology is a benefit to faculty members, their students and employees. This work is also often of importance to the industry and other contractors who wish this research to be done. At the same time, the administration of these contracts involves staff time and energy, as well as the use of departmental and university resources. It is also important that faculty members distinguish between Outside Professional Activity, contract research, and research contracts in their work.

Part of the overhead costs charged to research contracts and services will be normally allotted to the Departmental overhead reserve account. These funds will be available to the Department Head to manage costs associated with contract work, and for the general development of the Department.

### Procedures:

Faculty members who intend to engage in contract work, must become familiar with the university policies on this matter, which can be found at: [http://www.ucalgary.ca/UofC/research/html/policies/over\\_indcosts.html](http://www.ucalgary.ca/UofC/research/html/policies/over_indcosts.html)

Applications for research contracts need the approval of the Department Head, who will meet and discuss financial arrangements with contracting faculty members prior to providing such approval. Normally, the Department will assume 50% of contract overheads for its overhead reserve account; the other 50% will be returned to the faculty member who generated these overhead funds for his/ her research use.