



**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
Pasadena, California 91125

FACILITIES USE and TECHNICAL SERVICES FAQs  
***Effective November 1, 2012***

**POLICY**

**When do these new policies take effect?**

These policies take effect for new agreements signed/executed on and after November 1, 2012.

**What is covered under this policy?**

This policy covers both Federal and Non-Federal Facilities Use and Technical Service agreements that are entered into on or after November 1, 2012.

**Will these new policies affect existing agreements?**

These policies do not affect existing agreements that are within one year of the end of their period of performance as of 11/1/12. The policy may be applied on an *ad hoc* basis to agreements longer than one year at the direction of the Provost and/or Vice Provost.

**Do these policies apply to Auxiliary Services or Recharge Centers?**

No, these policies do not apply to Auxiliary Services such as the Athenaeum or Dining Services. This practice applies to recharge centers/service centers only to the extent of third-party revenue earned under these agreements.

**Will these policies affect our off-site campus facilities such as Owens, JPL, etc.?**

The applicable overhead rate may be adjusted by the Provost. Please contact OSR or the Controller's office to discuss arrangements in which services are provided offsite.

**PROCEDURES**

**Must my department create new PTA's for each new agreement?**

Only for Federally-funded agreements. For non-federal funds, the Controller's Office will set up new PTA's in the "Other Activities" area upon request.

**Do these facilities use and technical service agreements and other applicable arrangements need to be in writing?**

Yes, all facilities use, technical services and other similar third-party arrangements must have a written agreement that is reviewed and approved by the Office of Sponsored Research.

**PRICING**

**How do we price our services?**

Prices should be at fair value for services rendered to third parties. Under no circumstances should services be provided below Caltech's cost. Caltech's cost is the total of all direct costs plus Caltech's F&A rate on those costs.

### **What variables go into pricing?**

There are three variables to be considered when pricing Caltech services:

Cost, Overhead and Sales Tax (if applicable)

Generally, sales tax would be charged only if there were an actual deliverable produced through the agreement, and this deliverable is delivered to a California customer. Contact the Controller's office if you have questions on sales tax.

For your convenience, there is an Overhead/Sales Tax Calculator located at our site:

[http://finance.caltech.edu/Controllers\\_Office/Facilities\\_Use\\_and\\_Technical\\_Services\\_Agreements](http://finance.caltech.edu/Controllers_Office/Facilities_Use_and_Technical_Services_Agreements)

### **How do we know if we are charging enough?**

Generally, the cost of providing these services is calculated as (Direct Labor & Materials) x (1 + The Current On-Campus Facilities & Administrative Rate) x (1 + Sales Tax, if applicable). Use the Overhead/Sales tax calculator linked above to determine minimum price by filling in 3 fields.

### **OVERHEAD**

#### **Will there be overhead charged on all agreements?**

Yes, overhead will be charged on all agreements.

#### **How do I calculate overhead?**

An overhead calculator has been provided which you can access below:

[http://finance.caltech.edu/Controllers\\_Office/Facilities\\_Use\\_and\\_Technical\\_Services\\_Agreements](http://finance.caltech.edu/Controllers_Office/Facilities_Use_and_Technical_Services_Agreements)

#### **Will the overhead charge be applied retroactively?**

This policy is effective prospectively for all I agreements executed on and after November 1, 2012.

#### **Can I get a waiver for the OH charge?**

Requests for waivers should be submitted directly to the Provost's Office and will be reviewed/approved on a case by case basis.

### **CONFLICT OF INTEREST**

#### **Can I enter into an agreement with a trustee or Caltech officer, or their company?**

Under certain conditions; agreements such as this could be construed as a conflict of interest. The Institute maintains a policy on potential conflicts of interest

<http://hr.caltech.edu/policies/Policies/CITPolicy%20Conflict.pdf>. Contact the Controller's Office, OSR, or the Office of Research Compliance to discuss any such planned arrangements.

### **WIRE PAYMENTS**

#### **Are there any special instructions if a customer would like to pay by wire transfer and who do I speak to with any questions?**

Please notify Treasury Services if your department is expecting a wire transfer. Treasury Services will need the US Dollar amount and a POETA to credit upon receipt. Other information necessary for completion of incoming electronic transfers:

Bank Account Name:	California Institute of Technology – Commercial Account Bank Account
Number:	04436-09230
Bank Routing Number:	ACH and Drafts – 122000030
Wires Only – 026009593	
Swift Code:	BOFAUS3N
Bank of America – L.A. Main	333 S. Hope St., 12 <sup>th</sup> Floor Los Angeles, CA 90071

**FOR ADDITIONAL INFORMATION**

**Who should I talk to if I need more information?**

For agreements receiving non-federal funding, you can speak to your Gift and Endowment Division Analyst or

Laurie Jabour, Assistant Director, Fund Accounting x3735  
Ana Ulloa, Associate Controller x2945

For agreements established with federal funding, please contact

Rochelle Athey, Senior Director Post Award Administration x2585  
David Mayo, Director Office of Sponsored Research x6219

For wire transfers, please contact

Armine Agazaryan, Senior Treasury Analyst x4909  
David Vera, Cash manager, x6723  
Madeline Lee, Assistant Treasurer, x4895