

Campbell Collaboration Direct and Indirect Cost Policy



Introduction

This policy outlines the direct and indirect costs which shall be funded by Campbell Collaboration grants and the restrictions that apply to different categories of expenditure. This cost policy may be updated from time to time.

The Campbell Collaboration's mission is to promote positive social change through the production and use of systematic reviews and other evidence synthesis for evidence-based policy and practice. Campbell funds systematic reviews, other evidence products, and methods work related to evidence synthesis. Funding under any request for proposals is restricted to the study type specified under the call.

Campbell may provide funding for an approved project according to the approved budget—that is, Campbell does not require cost sharing for the projects it funds. However, Campbell will co-finance studies or specific parts of studies that have funding from other sources.

Direct Costs Policy

All eligible costs associated with the project may be included in the budget submitted to Campbell. The following policies and practices apply to the direct costs that Campbell funds. Campbell conducts a line-item review of all budgets of awarded grants according to these policies and may request budget revision prior to grant signing. Supporting documentation for costs included in the budget is not required at the application stage, but Campbell reserves the right to request supporting documentation for any and all costs presented in the budget.

Personnel

Annual salary must be the gross salary paid to the employee. The salary may not include any other costs, such as overhead, management, fringe, administrative support, etc. It should include any employee tax withholdings remitted by the employer to the government, but it may not include any employer tax obligations. The salary listed should be supportable by paystubs. Academic year salaries may be annualized by adding 2/9 of the academic year salary.

The fringe rate can be the percentage applied to a specific employee fringe category (e.g. faculty, graduate assistant) or an average percentage across the organisation (the average should be weighted by total payroll in each employee fringe category). The fringe rate should be the organisation's established fringe rate, supportable by the organisation's financial statements. It can include a variety of non-wage compensation including retirement contributions, health insurance, and employer payroll taxes.

The annual salary inflation presented in the budget is the forecasted salary inflation to be used for budgeting purposes. The funds utilisation statements submitted with tranche deliverables must reflect actual salaries paid in each time period.

Campbell funds may not be used to remunerate government officials (through either salaries or consulting fees) or pay other staff costs associated with government officials.

Campbell funds may not be used to pay for time attending a workshop or conference for an individual who is not making a presentation related to the grant-funded study.

Consultancy

Consultants' daily rates must be supportable by salary history and previous consulting contracts. Daily rates are calculated by dividing the gross annual salary by 260 (where academic year salaries may be annualized by adding 2/9) or the gross monthly salary by 21.67. Consultants who serve as principal investigators or who will otherwise be included as authors on articles submitted for publication should only charge the daily rate equivalent of an academic or research salary and not a commercial consulting rate that would be charged to consulting firms or donor organizations for advisory services not leading to publications.

Consultants' daily rates may only include other costs, such as an allowance for individual health insurance premiums, if the individual works full time as an independent consultant. Any such costs included in the daily rate must be established, charged equally to all clients, and supportable by documentation. To the extent possible, any direct expenses incurred by consultants, such as communications costs, should be included in the budget as direct costs.

Campbell funds may not be used to remunerate government officials (through either salaries or consulting fees) or pay other staff costs associated with government officials.

Travel cost

Campbell grants do not cover travel costs unless explicitly stated in the request for proposals.

Equipment

Equipment costs are not generally allowable for Campbell Collaboration grants. However, exceptions may be granted. If any part of the grant is used to purchase any durable assets (e.g. computers), such assets shall be either (i) transferred upon the completion or termination of the project to Campbell or Campbell's designee at Campbell's expense; or (ii) disposed of in accordance with the recipient's asset disposal policy after receiving the prior approval of Campbell. No grant funds may be used to purchase an asset costing more than US\$2,500.00.

Non-allowable costs

Campbell funds may not be used for the following categories of expenditure:

- Prohibited goods: Alcohol, tobacco and any illegal substances
- Salaries and other staff costs of government officials

Indirect costs

Indirect costs are overhead expenses incurred by the applicant organization as a result of the project but that are not easily identified with the specific project.

Generally, indirect costs are defined as administrative or other expenses that are not directly allocable to a particular activity or project; rather they are related to overall general operations and are shared among projects and/or functions. Indirect costs are sometimes referred to as “overhead costs” and more recently as “facilities and administrative costs.” Examples include executive oversight, accounting, grants management, legal expenses, utilities, technology support, and facility maintenance. All unallowable costs as per the Campbell direct cost policy are also unallowable costs as components of indirect costs.

Campbell’s position is that, whenever possible, specifically allocable costs of an applicant organization’s project should be requested and justified in the proposal as direct costs. While the definition of indirect costs is subject to some interpretation, Campbell has listed certain indirect costs (this is not an exhaustive list) which are contained in Attachment A

Allowable Indirect Costs

Campbell will allow indirect costs as follows:

- In case the grantee has a well-documented indirect cost rate: Campbell shall allow the documented indirect cost rate subject to the maximum rates contained in the rates section below. No fees or profits should be included in the indirect costs. The grantee will charge direct costs as per the cost allocation policy of the grantee. Campbell reserves the right to call for the cost allocation policy of the grantee during the budget review process. If the documented indirect costs rate in any year fall below the maximum rates specified by Campbell, the grantee will claim the documented indirect rate.
- In case the grantee does not have a well-documented indirect cost rate: The grantee will develop a documented indirect cost rate for the purposes of the Campbell grant. No fees or profits should be included in the indirect costs. Campbell reserves the right to verify the calculation of the indirect cost rate from the audited financial statements of the grantee.

Equipment: when a Campbell grant includes purchases of equipment, the applicant cannot recover “depreciation” related to that equipment because Campbell, rather than the applicant, is paying for the equipment. Campbell does not allow an indirect cost rate to be applied to equipment purchases.

Other Issues In the grant proposal, prospective grantees must specifically speak to their indirect-cost assumptions and attach (a) The documented indirect cost rate of the grantee or (b) In case of no documented indirect cost rate, the basis of arriving at the indirect cost rate with audited financial statements.

Indirect cost rates

To the extent that indirect costs are applicable to a grant from Campbell, such costs are subject to the following limitations:

- Up to 10% for governmental agencies, other private foundations and for-profit organizations
- Up to 10% for universities and other research institutions

- Up to 15% for all other non-governmental organizations (NGOs), and international organizations

Indirect cost rates (and the limitations) apply both to the primary applicant organization and any sub-applicants and/or sub-contractors that are part of the proposal.

These rates are the maximum rates allowed under Campbell's policy, they are not to be interpreted as norms. If an applicant has an indirect- cost rate lower than the maximum provided above, the applicant should not increase the funding request to the maximum.

Attachment A Examples of Indirect Cost (not exhaustive list)

1. Facilities not acquired specifically and exclusively for the project (e.g. Foundation, Institute, or University headquarters)
2. Utilities for facilities not acquired for and not directly attributable to the project.
3. Information technology equipment and support not directly attributable to the project.
4. General administrative support not directly attributable to the project. Examples are as follows: • Executive administrators • General ledger accounting • Grants accounting • General financial management • Internal audit function • IT support personnel • Facilities support personnel • Scientific support functions (not attributable to the project) • Environment health and safety personnel • Human resources • Library and information support • Shared procurement resources • General logistics support • Material management • Executive management (CEO, COO, CFO, etc.) • Other shared resources not directly attributable to the project • Institutional legal support • Research management costs
5. Depreciation on equipment funded by Campbell.
6. Insurance not directly attributable to a given project