




Viterbi Business Affairs Office  
OHE 310

Ph: (213) 740-6230  
Fax: (213) 740-3565

### CAMPUS MEMO

**TO:** VSoE Faculty and Staff

**FROM:** Nichole Phillips   
Director of Research Administration

**DATE:** October 1, 2012

**SUBJECT:** Overhead/Indirect Costs on Research Gifts

There is a growing trend where donations/gifts from corporations and/or other entities designated to support research activities have requests of zero or reduced overhead/indirect cost burden. As you may know administrative costs are generated when conducting business, regardless of the type of funding, including those supported by gifts. Waiving or cost sharing of overhead creates a real cost to the school and it is not a sound financial model. The standard USC overhead rate of 15% applies to all gifts or unrestricted donations. This constraint should be kept in mind when discussing or soliciting such gifts. Any deviation to this will need to happen at time of submission not at receipt of the donation/gift. Requests will need to be submitted through the Viterbi on-line cost sharing request system found at [http://viterbi.usc.edu/intranet/vba/contracts\\_grants/](http://viterbi.usc.edu/intranet/vba/contracts_grants/).

If you have questions or concerns please feel free to give me a call at 213-740-3237 or send me an email at [nicholep@usc.edu](mailto:nicholep@usc.edu).