

UNIVERSITY OF IOWA
Cost Accounting Standards Board
Disclosure Statement
(CASB DS-2)
Effective Date 7/1/1996



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

Cohen Building-Room 1067
330 Independence Avenue, S.W.
Washington, DC 20201
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RECEIVED

MAR 12 1998

VICE PRESIDENT FOR FINANCE
AND UNIVERSITY SERVICES

MAR 9 1998

Mr. Douglas K. True
Vice President, Finance and University Services
University of Iowa
105 Jessup Hall
Iowa City, Iowa 52242-1316

Dear Mr. True:

This is in response to your recent letter which transmitted the University of Iowa's revised Disclosure Statement (CASB Form DS-2). We have reviewed the DS-2 based on recommendations contained in the Department of Health and Human Services' Office of Inspector General report entitled *Adequacy and Compliance Audit University of Iowa's Disclosure Statement*.

As the Administrative Contracting Officer (ACO), I am required to determine the adequacy and compliance of submitted DS-2s. In accordance with Cost Accounting Standards Board (CASB) procedures, the ACO decision will be based on recommendations issued by the cognizant agency auditor. Based on our review and consultation with audit staff, we have determined that your DS-2 adequately discloses the cost accounting practices required to be disclosed by CASB's rules, regulations, and standards, and that those practices are compliant with applicable Government cost accounting regulations. Accordingly, your approved Disclosure Statement will be effective until such time when disclosed practices are changed to comply with a new CAS or when practices are changed with or without the agreement of the Government.

Should you have any questions on this matter, please contact Jay Mervis of my staff on (202) 205-0396.

Sincerely,


Charles J. Seed
Director
Division of Cost Allocation

cc:
Frank Zuraf, HHS/OIG

CERTIFICATION

I certify that to the best of my knowledge and belief this Statement, as amended in the case of a Revision, is the complete and accurate disclosure as of the date of certification shown below by the above-named organization of its cost accounting practices, as required by the Disclosure Regulations (49 CFR 9903.202) of the Cost Accounting Standards Board under 41 U.S.C. § 422.

Date of Certification: 1/15/98



(Signature)

Douglas K. True
(Print or Type Name)

Vice-President, Finance and University Services
(Title)

THE PENALTY FOR MAKING A FALSE STATEMENT IN THIS DISCLOSURE
IS PRESCRIBED IN
18 U.S.C. § 1001

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
	Part 1
1.1.0	<p><u>Description of Your Cost Accounting System</u> for recording expenses charged to Federally sponsored agreements (e.g., contracts, grants and cooperative agreements). (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>A. ___ Accrual</p> <p>B. ___ Modified Accrual Basis¹</p> <p>C. ___ Cash Basis</p> <p>D. <u> X </u> Other¹ Modified Cash Basis (except payroll accruals)</p>
1.2.0	<p><u>Integration of Cost Accounting with Financial Accounting.</u> The cost accounting system is: (Mark one. If B or C is marked, describe on a continuation sheet the costs which are accumulated on memorandum records.)</p> <p>A. ___ Integrated with financial accounting records (Subsidiary cost accounts are all controlled by general ledger control accounts.)</p> <p>B. ___ Not integrated with financial accounting records (Cost data are accumulated on memorandum records.)</p> <p>C. <u> X </u> Combination of A and B</p>
1.3.0	<p><u>Unallowable Costs.</u> Costs that are not reimbursable as allowable costs under the terms and conditions of Federally sponsored agreements are: (Mark one)</p> <p>A. ___ Specifically identified and recorded separately in the formal financial accounting records.¹</p> <p>B. ___ Identified in separately maintained accounting records or workpapers.¹</p> <p>C. ___ Identifiable through use of less formal accounting techniques that permit audit verification.¹</p> <p>D. <u> X </u> Combination of A, B or C¹</p> <p>E. ___ Determinable by other means.¹</p> <p>¹ Describe on a Continuation Sheet.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
1.3.1	<p><u>Treatment of Unallowable Costs.</u> (Explain on a continuation sheet how unallowable costs and directly associated costs are treated in each allocation base and indirect expense pool, e.g., when allocating costs to a major function or activity; when determining indirect cost rates; or, when a central office or group office allocates costs to a segment.)</p>
1.4.1	<p><u>Cost Accounting Period:</u> <u>07/01 - 06/30</u> (Specify the twelve month period used for the accumulation and reporting of costs under Federally sponsored agreements, e.g., 7/1 to 6/30. If the cost accounting period is other than the institution's fiscal year used for financial accounting and reporting purposes, explain circumstances on a continuation sheet.)</p>
1.5.0	<p><u>State Laws or Regulations.</u> Identify on a continuation sheet any State laws or regulations which influence the institution's cost accounting practices, e.g., State administered pension plans, and any applicable statutory limitations or special agreements on allowance of costs.</p>
	<p>¹ Describe on a Continuation Sheet.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
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1.1.0 Description of Cost Accounting System

The University cost accounting system is on a cash basis with the exception of payroll taxes and other types of payroll withholding that are expensed at the time the payroll is generated but not remitted until the following month in accordance with remittance schedules determined by either the federal government, the state government, or by other remittee organizations.

1.2.0 Integration of Cost Accounting with Financial Accounting

Depreciation and Use Allowance costs are not recorded in the financial accounting system. These costs are accumulated by the cost accounting system in subsidiary records.

Departmental Administration costs are not separately accumulated in the financial accounting system. Departmental Administration is calculated within the cost accounting system using data from the financial accounting system. See continuation sheets for items 3.1.0(d) and 3.4.0 for further discussion of Departmental Administration.

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1.3.0 Unallowable Costs

All unallowable costs (entertainment, bad debt expense, etc.) are excluded either in the normal expense monitoring process or in a post accounting process (indirect cost accounting). Unallowable activities such as the Alumni Office are reclassified as other university activities and allocated an appropriate share of administration and space costs.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
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1.3.1 Treatment of Unallowable Costs

Unallowable costs of all direct and indirect cost pools are reclassified as other university activities and receive allocations of administration and space costs.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
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1.5.0	<p><u>State Laws or Regulations</u></p> <p>The University of Iowa is an institution of the State of Iowa, falling under the jurisdiction of the State Board of Regents. As such, the University is governed by state and federal law, administrative regulations, and State Board of Regents policies, which provide broad direction on University affairs. State regulations are outlined in the <u>Code of Iowa</u>, the <u>Iowa Administrative Code</u> and the <u>Board of Regents' Procedural Guide</u>.</p> <p>The University is a participating employer in the Iowa Public Employees' Retirement System (IPERS), which is a cost-sharing, multiple-employer, public employees' retirement system designed as a supplement to Social Security. All employees, except "temporary" employees of six months or less employment duration, who do not participate in any other public retirement program in the State are eligible and must participate in IPERS. Staff members on a permanent appointment with an annual budgeted salary of less than \$7,800 are required to participate in the IPERS program. Staff members with a permanent appointment earning more than \$7,800 in annual budgeted salary may elect to participate in TIAA/CREF instead of IPERS. The IPERS plan is administered by the State of Iowa under the provisions of Chapter 97B of the <u>Code of Iowa</u>. The University's responsibility is limited to payment of contributions, which is a fixed percentage of covered wages. State statute requires contributions of 3.70% by the employee and 5.75% by the University.</p> <p>University employees accumulate vacation and sick leave under the provisions of Chapter 79 of the <u>Code of Iowa</u>. It is the policy of the State to liquidate these accrued benefits under specific circumstances. The State pays for accrued vacation at 100% of the employee's hourly rate upon retirement, death, or termination and, with certain exceptions, for accrued sick leave at 100% of the hourly rate to a maximum of \$2,000 upon retirement.</p> <p>The University incurs costs for staff members who incur medical expenses and/or lose work time as the result of a job related accident or illness. Such expenses are covered in accordance with the Iowa Workers' Compensation Law, as prescribed in Chapter 85 of the <u>Code of Iowa</u>. The costs of workers' compensation are paid by the Workers' Compensation fund of the State of Iowa. The University is assessed quarterly premium payments at a rate per one-hundred dollars of payroll. The rate is established by an actuarial review of annual new claims experience, combined with the commercial rate for the type of business conducted.</p> <p>University staff members, with the exception of most student employees, are covered for unemployment compensation under the provisions of Chapter 96 of the <u>Code of Iowa</u>. The cost of unemployment compensation is paid entirely by the University from funds established by charging the individual departments on the basis of their payroll costs.</p> <p>Chapter 11 of the <u>Code of Iowa</u> and Chapter 7.05 of the Board of Regents <u>Procedural Guide</u> require that the state auditor perform a complete annual audit of the University's financial records, as well as periodic (at least quarterly) audits of the reports submitted to the State. All costs of these audits are paid by the University and, as a result, included in the calculation of indirect cost rates.</p>
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
1.5.0	<p><u>State Laws or Regulations</u> (Cont'd)</p> <p>Chapter 8 of the Board of Regents <u>Procedural Guide</u> outlines detailed purchasing regulations. The regulations cover the procurement of all goods and services purchased by the institution, except for capital improvements and related consulting contracts, fire protection, legal service, architects, and engineers. The regulations require that supplies, equipment, and services be purchased by the University on the basis of competitive price quotations whenever feasible. The Board of Regents delegates authority to the University to establish a procedure, based on economy of scale, to administer the purchase of small orders from local vendors.</p> <p>Reimbursements of travel expenses are governed by Chapter 7.35 of the Board of Regents <u>Procedural Guide</u>. The regulations place limits on reimbursement amounts for mileage, daily meals, and lodging.</p> <p>The University participates with other Iowa Board of Regents institutions in a self-insurance pool for purposes of providing automobile liability on owned vehicles. Claims up to \$250,000 are paid from the self-insurance pool. Claims exceeding \$250,000 are the responsibility of the State of Iowa. All claims are processed through the Iowa Tort Claims process, in accordance with Chapters 668 and 25A of the <u>Code of Iowa</u>.</p> <p>A holiday or paid leave day is granted to a University employee in addition to vacation and sick leave, under the provisions of Chapter 4.16 of the Board of Regents <u>Procedural Guide</u>. The following nine holidays are granted annually to employees: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day and an additional day near Christmas designated in the official University calendar.</p> <p>Chapter 262 of the <u>Code of Iowa</u> identifies the powers and duties of the Board of Regents, which includes the following:</p> <ul style="list-style-type: none"> • Elect the president of the University; a treasurer and a secretarial officer annually; professors, instructors, officers, and employees; and fix their compensation. • Manage and control the property, both real and personal, belonging to the University. • Acquire real estate for the University, and dispose of real estate belonging to the University when not necessary for its purposes. • Lease properties and facilities, either as lessor or lessee. • Direct the expenditure of all appropriations and any other moneys belonging to the University. • Collect the highest rate of interest, consistent with safety, obtainable on daily balances in the hands of the treasurer of the University.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

Item No.	Item Description
1.5.0	<p><u>State Laws or Regulations</u> (Cont'd)</p> <ul style="list-style-type: none"> • Issue notes, bonds, or other evidence of indebtedness in anticipation of the collection of income, revenues, fees, and charges; and pledge such rents, profits, income and fees for the discharge of the indebtedness. • In issuing bonds or notes, maintain a list of firms to be notified of requests for proposals and establish a fair and open selection process that considers compensation, expenses, and prior experience with similar issues. • When the estimated cost of construction, repairs, or improvements of buildings or grounds exceeds \$25,000, the Board shall advertise for bids and let the work to the lowest responsible bidder. The Board may reject unacceptable bids and proceed with the project by a method as the Board may determine. All plans, specifications, and bids shall be filed by the Board and be open for public inspection. A bidder awarded a contract shall disclose the names of all subcontractors who will work on the project. If a named subcontractor is replaced, or if the work to be done by a subcontractor is reduced, the bidder shall disclose the name of the new subcontractor or the amount of the reduced cost. <p>Section 262.25A of the <u>Code of Iowa</u> requires the University to purchase only new automobiles which have at least the fuel economy required for purchase of new automobiles by the state vehicle dispatcher under section 18.115, subsection 4. This section does not apply to automobiles purchased for law enforcement purposes.</p> <p>Section 262.23 of the Code of Iowa describes the duties of the University's treasurer, including:</p> <ul style="list-style-type: none"> • Receive all appropriations made by the general assembly for the University, and all other funds belonging to the University. • Pay out funds of the University on order of the Board of Regents, or of such committee or official as it designates, on bills duly audited in accordance with the rules prescribed by the Board. • Retain all bills with receipts for their payment as vouchers. • Keep an accurate account of all revenue and expenditures of the University, so that the receipts and disbursements of each of its departments shall be apparent at all times. • Report annually, and at other such times as required by the Board, receipts and expenditures in detail.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART I - GENERAL INFORMATION
	University of Iowa

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1.5.0 State Laws or Regulations (Cont'd)

For personnel purposes, there are four classifications of University employees: faculty, professional and scientific, Merit System staff, and students. Under State law, these four classification fall into two broad groupings:

- Exempt Staff: Staff who are exempt from the Regents Merit System per Section 19A.3(5) of the Code of Iowa, include: all presidents, deans, directors, teachers, professional and scientific personnel, and student employees under the jurisdiction of the State Board of Regents.
- Regents Merit System Staff: Staff to whom the Regents Merit System applies, which includes all staff not listed above.

Annually, the budgeted total University compensation is approved by the governor, legislature, and Board of Regents. Individual compensation for Merit System staff, as defined in Section 19A.3 of the Code of Iowa, is governed by the Regents Merit System regulations. The majority of merit staff members are also covered by collective bargaining agreements which take precedence over Regents Merit System regulations. For all other University employees, Section 19A.3(5) of the Code of Iowa requires that the Board of Regents adopt rules and regulations for the compensation of the University employees, consistent with the objectives of Section 19A of the Code of Iowa, and subject to the approval of the director of the Department of Personnel. These rules and regulations are outlined in Chapter 4 of the Board of Regents Procedural Guide.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART II - DIRECT COSTS
	University of Iowa

Item No.	Item Description
	Instructions for Part II
	<p>Institutions should disclose what costs are, or will be, charged directly to Federally sponsored agreements or similar cost objectives as Direct Costs. It is expected that the disclosed cost accounting practices (as defined at 48 CFR 9903.302-1) for classifying costs either as direct costs or indirect costs will be consistently applied to all costs incurred by the reporting unit.</p>
2.1.0	<p><u>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For all major categories of cost under each major function or activity such, as instruction, organized research, other sponsored activities and other institutional activities, describe on a continuation sheet, your criteria for determining when costs incurred for the same purpose, in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives. Particular emphasis should be placed on items of cost that may be treated as either direct or indirect costs (e.g., Supplies, Materials, Salaries and Wages, Fringe Benefits, etc.) Depending upon the purpose of the activity involved. Separate explanations on the criteria governing each direct cost category identified in this Part II are required. Also, list and explain if there are any deviations from the specified criteria.)</p>
2.2.0	<p><u>Description of Direct Materials.</u> All materials and supplies directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the principal classes of materials which are charged as direct materials and supplies.)</p>
2.3.0	<p><u>Method of Charging Direct Materials and Supplies.</u> (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p>
2.3.1	<p>Direct Purchases for Projects are Charged to Projects at:</p> <p>A. <input checked="" type="checkbox"/> Actual Invoiced Costs B. <input checked="" type="checkbox"/> Actual Invoiced Costs Net of Discounts Taken Y. <input checked="" type="checkbox"/> Other(s)¹ Z. <input type="checkbox"/> Not Applicable</p>
2.3.2	<p>Inventory Requisitions from Central or Common, Institution-owned Inventory. (Identify the inventory valuation method used to charge projects):</p> <p>A. <input type="checkbox"/> First In, First Out B. <input type="checkbox"/> Last In, First Out C. <input checked="" type="checkbox"/> Average Costs¹ D. <input type="checkbox"/> Predetermined Costs¹ Y. <input type="checkbox"/> Other(s)¹ Z. <input type="checkbox"/> Not Applicable</p>
	<p>¹ Describe on a Continuation Sheet.</p>

Item No.	Item Description																																																
2.4.0	<p><u>Description of Direct Personal Services.</u> All personal services directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the personal services compensation costs, including applicable fringe benefit costs, if any, within each major institutional function or activity that are charged as direct personal services.)</p>																																																
2.5.0	<p><u>Method of Charging Direct Salaries and Wages.</u> (Mark the appropriate line(s) for each Direct Personal Services Category to identify the method(s) used to charge direct salary and wage costs to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, fully describe on a continuation sheet, the applicable methods used.)</p> <table style="width: 100%; margin-left: 40px;"> <thead> <tr> <th colspan="2"></th> <th colspan="4" style="text-align: center;"><u>Direct Personal Services Category</u></th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;"><u>Faculty</u></th> <th style="text-align: center;"><u>Staff</u></th> <th style="text-align: center;"><u>Students</u></th> <th style="text-align: center;"><u>Other¹</u></th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;">(1)</th> <th style="text-align: center;">(2)</th> <th style="text-align: center;">(3)</th> <th style="text-align: center;">(4)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">A.</td> <td>Payroll Distribution Method (Individual time card/actual hours and rates)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_X_</td> <td style="text-align: center;">_X_</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="vertical-align: top;">B.</td> <td>Plan - Confirmation (Budgeted, planned or assigned work activity, updated to reflect significant changes)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="vertical-align: top;">C.</td> <td>After-the-fact Activity Records (Percentage Distribution of employee activity)</td> <td style="text-align: center;">_X_</td> <td style="text-align: center;">_X_</td> <td style="text-align: center;">_X_</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="vertical-align: top;">D.</td> <td>Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="vertical-align: top;">Y.</td> <td>Other(s)¹</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <p>¹ Describe on a Continuation Sheet.</p>			<u>Direct Personal Services Category</u>						<u>Faculty</u>	<u>Staff</u>	<u>Students</u>	<u>Other¹</u>			(1)	(2)	(3)	(4)	A.	Payroll Distribution Method (Individual time card/actual hours and rates)	_____	_X_	_X_	_____	B.	Plan - Confirmation (Budgeted, planned or assigned work activity, updated to reflect significant changes)	_____	_____	_____	_____	C.	After-the-fact Activity Records (Percentage Distribution of employee activity)	_X_	_X_	_X_	_____	D.	Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)	_____	_____	_____	_____	Y.	Other(s) ¹	_____	_____	_____	_____
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART II - DIRECT COSTS
	University of Iowa

Item No.	Item Description
2.5.1	<p><u>Salary and Wage Cost Distribution Systems.</u></p> <p>Within each major function or activity, are the methods marked in Item 2.5.0 used by all employees compensated by the reporting unit? (If "NO" , describe on a continuation sheet, the types of employees not included and describe the methods used to identify and distribute their salary and wage costs to direct and indirect cost objectives.)</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
2.5.2	<p><u>Salary and Wage Cost Accumulation System.</u></p> <p>(Within each major function or activity, describe, on a continuation sheet, the specific accounting records or memorandum records used to accumulate and record the share of the total salary and wage costs attributable to each employee's direct (Federally sponsored projects, non-sponsored projects or similar cost objectives) and indirect activities. Indicate how the salary and wage cost distributions are reconciled with the payroll data recorded in the institution's financial accounting records.)</p>
2.6.0	<p><u>Description of Direct Fringe Benefits Costs.</u> All fringe benefits that are attributable to direct salaries and wages and are charged directly to Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet <u>all</u> of the different types of fringe benefits which are classified and charged as direct costs, e.g., actual or accrued costs of vacation, holidays, sick leave, sabbatical leave, premium pay, social security, pension plans, post-retirement benefits other than pensions, health insurance, training, tuition, tuition remission, etc.)</p>
2.6.1	<p><u>Method of Charging Direct Fringe Benefits.</u> (Describe on a continuation sheet, how each type of fringe benefit cost identified in item 2.6.0 is measured, assigned and allocated (for definitions, See 9903.302-1); first, to the major functions (e.g., instruction, research); and, then to individual projects or direct cost objectives within each function.)</p>
2.7.0	<p><u>Description of Other Direct Costs.</u> All other items of cost directly identified with Federally sponsored agreements or similar cost objectives. (List on a continuation sheet the principal classes of other costs which are charged directly, e.g., travel, consultants, services, subgrants, subcontracts, malpractice insurance, etc.)</p>

Item No.	Item Description																								
2.8.0	<p><u>Cost Transfers</u>. When Federally sponsored agreements or similar cost objectives are credited for cost transfers to other projects, grants or contracts, is the credit amount for direct personal services, materials, other direct charges and applicable indirect costs always based on the same amount(s) or rate(s) (e.g., direct labor rate, indirect costs) originally used to charge or allocate costs to the project (Consider transactions where the original charge and the credit occur in different cost accounting periods). (Mark one, if "No", explain on a continuation sheet how the credit differs from the original charge.)</p> <p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p>																								
2.9.0	<p><u>Interorganizational Transfers</u>. This item is directed only to those materials, supplies, and services which are, or will be transferred to you from other segments of the educational institution. (Mark the appropriate line(s) in each column to indicate the basis used by you as transferee to charge the cost or price of interorganizational transfers or materials, supplies, and services to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, explain on a continuation sheet.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Materials</u> (1)</th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Supplies</u> (2)</th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Services</u> (3)</th> </tr> </thead> <tbody> <tr> <td>A. At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>B. At full cost <u>including</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>C. At established catalog or market price or prices based on adequate competition.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Y. Others¹</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Z. Interorganizational transfers are not applicable.</td> <td style="text-align: center;">_____X_____</td> <td style="text-align: center;">_____X_____</td> <td style="text-align: center;">_____X_____</td> </tr> </tbody> </table> <p>¹ Describe on a Continuation Sheet.</p>		<u>Materials</u> (1)	<u>Supplies</u> (2)	<u>Services</u> (3)	A. At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.	_____	_____	_____	B. At full cost <u>including</u> indirect costs attributable to group or central office expenses.	_____	_____	_____	C. At established catalog or market price or prices based on adequate competition.	_____	_____	_____	Y. Others ¹	_____	_____	_____	Z. Interorganizational transfers are not applicable.	_____X_____	_____X_____	_____X_____
	<u>Materials</u> (1)	<u>Supplies</u> (2)	<u>Services</u> (3)																						
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2.1.0	<p>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives</p> <p>The University follows OMB Circular A-21 (revised 05/08/96) with regard to costs that, when incurred for the same purpose in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives except in the following circumstances.</p> <p>Costs that can be specifically identified with a particular sponsored agreement or any other institutional activity, with relative ease and a high degree of accuracy, are charged directly to the benefiting sponsored agreement or other benefiting institutional activity.</p> <p>Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored agreement or any other institutional activity are considered facilities and administrative costs of the sponsored agreement or other benefiting institutional activity.</p> <p>The University relies on the knowledge of the principal investigator under a sponsored agreement to determine the nature of costs necessary to best carry out the project activities.</p> <p>Principal investigators submitting proposals to Federal agencies must provide clear justification for including as a direct cost of the proposed project any item of cost normally treated as an indirect cost. Items such as administrative and clerical salaries and certain general expenses such as office supplies, postage, local telephone costs and memberships must follow recommended budgeting practices that conform to OMB Circular A-21, Section F.6.B. and the interpretive memorandum issued by the OMB to provide guidance as to when direct charging these types of costs may be appropriate.</p> <p>Criteria for Direct Charging Materials and Supplies - Materials and supplies that can be specifically identified with a particular sponsored agreement or any other institutional activity with relative ease and a high degree of accuracy are charged directly to the benefiting sponsored agreement or other benefiting institutional activity.</p> <p>Criteria for Direct Charging Personal Services - Personal services that can be specifically identified with a particular sponsored agreement or any other institutional activity with relative ease and a high degree of accuracy are charged directly to the benefiting sponsored agreement or other benefiting institutional activity.</p> <p>Criteria for Direct Charging Fringe Benefits - Fringe benefits that can be specifically identified with a particular sponsored agreement or any other institutional activity with relative ease and a high degree of accuracy, are charged directly to the benefiting sponsored agreement or other benefiting institutional activity. See Exhibit 3 for methodology.</p> <p>Criteria for Direct Charging Other Costs - Other costs that can be specifically identified with a particular sponsored agreement or any other institutional activity with relative ease and a high degree of accuracy are charged directly to the benefiting sponsored agreement or other benefiting institutional activity.</p>
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2.2.0	<p><u>Description of Direct Materials</u></p> <p>The following list of materials and supplies are those principal classes charged directly to Federally sponsored agreements or similar cost objectives.</p> <p>Office Supplies - Includes computer supplies, paper supplies, specialized forms and general use office supplies required in the performance of project activities as opposed to those utilized for routine project administration that are considered facilities and administrative costs.</p> <p>Books/Periodicals/Subscriptions - Includes resource materials containing information related to teaching and research activities.</p> <p>Non-Capitalized Software - As of July 1, 1997, includes software purchased for less than \$2,000 per copy and license or has a useful life of less than one year. Prior to July 1, 1997, the capitalization limit for software was \$1,000 per copy and license.</p> <p>Non-Capitalized Equipment - As of July 1, 1997, includes tangible personal property costing less than \$2000, primarily miscellaneous laboratory apparatus and computer accessories. Prior to July 1, 1997, the capitalization limit for equipment was \$500.</p> <p>Medical Care Supplies - Includes both disposable and reusable supplies used in medical and dental care, primarily on sponsored agreements involving the use of human subjects.</p> <p>Laboratory Supplies - Includes disposable and reusable materials used for teaching and research in laboratories.</p> <p>Animals/Animal Supplies - Includes animals and supplies associated with their care utilized for instruction and research purposes.</p> <p>Drugs - Includes commercial drugs and pharmaceuticals dispensed to patients and/or utilized in instruction/research.</p> <p>Foodstuffs Not For Resale - Includes food for consumption only, such as food charges associated with sponsored activities (conferences, workshops, etc.) on or off campus involving external participants.</p> <p>Other Supplies - Includes supplies and materials not specified in the above mentioned categories.</p>

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2.3.1	<p><u>Direct Purchases for Projects are Charged to Projects at:</u></p> <p>Actual Invoiced Costs - Includes vendors who do not offer prompt payment discounts, certain prepaid expenses, credit card purchases, etc.</p> <p>Actual Invoiced Costs Net of Discounts Taken - Includes discounts taken based on prompt payment, educational discounts offered by vendors on selected materials and supplies and cost less trade-in value for equipment.</p> <p>Other - Includes payments made at lower than invoiced costs when the vendor erroneously invoices the University at a price higher than the price specified in a competitively bid contract awarded to the specific vendor. This type of payment is referred to as a "short pay" payment.</p>
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2.3.2	<p>Description of Method Used to Value Charges to Projects From Institution-owned Inventories</p> <p>Average Costs - University stores operations typically use the average costing method to charge stores inventory items to sponsored projects or similar cost objectives with a mark-up added to cover operational costs. There are a few stores that have their operational costs funded through other means to keep the cost down, or that apply a mark-up only to external customers such as patients. The "just-in-time" method of delivery of goods is starting to be used to help stores operations achieve additional cost efficiencies through reduction of inventory and spoilage.</p>
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2.4.0 Description of Direct Personal Services

Personal services compensation costs, including applicable fringe benefits, apply on an institution-wide basis to all major functions of the University. The specific functions to which these costs apply are instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowships. These functions, described in various National Association of College and University Business Officers (NACUBO) publications, are utilized consistently by colleges and universities, and are generally accepted by the American Institute of Certified Public Accountants (AICPA).

The University classifies its employees as either faculty, professional and scientific staff, merit staff or student. Within these four primary classifications, appointments may be classified as permanent, term, temporary, or hourly. There are many personal service cost functional classifications within the primary employee classification type. No effort is made to assign each of the functional classifications a separate accounting classification (institutional account) in the University chart of accounts. Rather, individual salary, wage and fringe benefit institutional account classifications are assigned to those employee salary, wage and employee fringe benefit categories necessary to comply with various institutional and external reporting requirements. A current salary, wage and fringe benefit institutional account table is included as Exhibit 1 to Item 2.4.0.

Personal service costs directly identified with Federally sponsored agreements or similar cost objectives are those associated with individuals that are considered employees of the University, namely faculty, staff and student employees. Their compensation including both salaries and wages and related fringe benefits costs is charged directly to the specific funding source(s) designated for the benefiting activity(s) including Federally sponsored agreements.

Faculty and staff who are professionally qualified may serve as principal investigators, and co-principal investigators of Federally sponsored agreements.

Staff personnel include both scientific and technically trained individuals who are directly involved in the conduct of sponsored activities, and administrative staff who provide services to major projects and single investigator projects that, because of their nature, require a level of administrative support above that normally provided by the University for Federally sponsored agreements and similar cost objectives.

Student employees include both graduate assistants who work directly on sponsored projects under the direct supervision of an investigator, and hourly employees who perform project-related activities.

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2.5.0	<p><u>Method of Charging Direct Salaries and Wages</u></p> <p>A. Payroll Distribution Method</p> <p>Staff who are employed temporarily via emergency appointments approved by the Personnel Office or the Associate Vice President for Finance and University Services at an hourly rate of pay are paid on the basis of employee time records (ETR's) covering a specific pay period. The ETR's include the hours worked for each day within the pay period, the hourly rate of pay, the source of funds to be charged, and the signature of both the employee and the employee's supervisor.</p> <p>Students who are employed at an hourly rate must have a student work authorization form approved by the Office of Student Financial Aid for a specified period of time prior to beginning work. They are also paid on the basis of employee time records approved by the supervisor.</p> <p>C. After the Fact Activity Records</p> <p>Faculty, staff and students compensated under regular University appointments may be employed either full or part-time on either a permanent appointment or a specified term appointment. Their compensation is paid monthly based on the payroll distribution record approved at the time of the initial appointment, at the time the new fiscal year salary budgets are determined, or as subsequently adjusted by a properly approved payroll distribution change. The University utilizes a Federally approved after the fact Personnel Activity Reporting (PAR) system to obtain a verification of the proper distribution of salaried effort to Federally sponsored agreements. Effort reports are prepared semi-annually for all faculty, professional and scientific staff and quarterly for all merit staff who are supported partially or wholly from Federally sponsored agreements. Also, the PAR reports are utilized to verify cost shared effort mandated under specific Federally sponsored agreements. The faculty are required to distribute their salaried effort among all functions (including sponsored agreements) on the PAR report and certify the accuracy of the distribution. All other PAR's may be completed and certified by the employee or by someone who has first hand knowledge of the employee's effort.</p> <p>In accordance with OMB Circular A-21, J.8.c.(2)(e), the University requested approval to conduct quarterly rather than monthly surveys for merit staff. The University received conditional approval pending a follow-up review by DHHS. The follow-up review has not been conducted to date, and the conditional approval has been in effect since June, 1983. Correspondence documenting this approval is included as Exhibit 2.</p>

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2.5.1	<p><u>Salary and Wage Cost Distribution Systems</u></p> <p>The following paragraphs describe two methods, other than those marked on Item 2.5.0, used to distribute the salaries, wages (if applicable), and related fringe benefit costs of those affected employees to some or all of the major functions listed in Item 2.4.0. While the following methods have been established primarily to distribute these costs to federally sponsored research, they are also used to distribute any portion of the affected employee's personal service costs supported by other funding sources and functions.</p> <p>Salaries and the related fringe benefits costs of employees with academic appointments supported by Federally sponsored agreements are initially charged to a salary distribution account and subsequently allocated to the Federally sponsored agreements based on the number of academic working days within the monthly pay period. This method is utilized because academic appointees have their pay spread over a time period that does not coincide with the academic year calendar.</p> <p>Certain research intensive departments utilize a salary distribution account for appointment purposes and distribute actual salaries, wages and fringe benefits the following month to all functions or activities (including Federally sponsored agreements) for employees appointed to the salary distribution account based on effort distribution records provided by the departments.</p> <p>In each instance, the verification of effort methodology has been approved by the Federal government.</p>

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2.5.2 Salary and Wage Cost Accumulation System

The following description of the University's salary and wage cost accumulation system applies to all of the major functions of the institution as described in Item 2.4.0.

The University's payroll system is the repository of all information related to the computation and distribution of an employee's compensation. The information includes the employee's current payroll distribution, the employee's payroll distribution history, the employee's benefits eligibility records, the employee's vacation and sick leave records, the employee's payroll deduction information and other employee information related to appointment or pay status. All payroll documents are microfilmed and indexed to supplement information stored electronically.

The payroll system is interfaced with the University's general ledger through incorporation of the Master File Key (MFK) in the payroll system. The MFK includes all of those elements which identify the assignment of responsibility (i.e., fund, organization, department, sub-department if applicable, grant or program if applicable, and function) and the type of transaction (i.e., revenue, expense, asset, liability). Before a payroll appointment or a payroll distribution change for an individual employee can be successfully entered into the payroll system, the payroll distribution Master File Key (MFK) must be validated against the general ledger valid MFK database.

The payroll transactions posted to the University's general ledger via the regular payroll process, through payroll distribution systems or through payroll correction journals are accumulated in a Cumulative Compensation Report on a fiscal year to date basis. This report contains a current month and a cumulative year to date record of salaries, wages, and fringe benefits by either valid MFK or by Social Security Number. The general ledger can be reconciled to the Cumulative Compensation Report by valid MFK.

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2.6.0	<p><u>Description of Fringe Benefits Costs</u></p> <p>The following information is given to identify and describe those fringe benefits either mandated by federal or state law, required as a condition of employment or provided to the employee at their option where the University contribution is directly charged to Federally sponsored agreements or similar cost objectives.</p> <p>Benefit Type: Social Security Benefit Description: Costs are incurred in accordance with the provisions of the Federal Insurance Contribution Act (FICA).</p> <p>Benefit Type: Worker’s Compensation Benefit Description: Costs are incurred for a staff member who incurs medical expenses and/or loses work time as the result of a job related accident or illness. Expenses are covered in accordance with the Iowa Worker’s Comensation Law.</p> <p>Benefit Type: Unemployment Compensation Benefit Description: University staff members, with the exception of most student employees, are covered for unemployment compensation. The purpose of unemployment compensation is to pay the benefits of staff members who lose their job through no fault of their own. The cost of unemployment compensation is paid entirely by the University.</p> <p>Benefit Type: Group Life Insurance Benefit Description: The University provides staff members with term life insurance. Participation in the program is a condition of employment for permanent faculty and staff members with at least a 50% time appointment at the University. The amount of Basic Life Insurance for faculty and staff members is determined by multiplying the person’s Annual Benefit Salary by the amount of coverage selected. The minimum amount of coverage is one times the faculty or staff member’s Annual Benefit Salary with additional coverage available equal to two, two and one-half, or three times the faculty or staff member’s Annual Benefit Salary, subject to maximum amounts based on age brackets. Premiums are shared between the University and the faculty or staff member.</p> <p>Benefit Type: Supplemental Life Insurance Benefit Description: The Supplemental Life Insurance plan allows eligible faculty and staff members to acquire additional life insurance up to three and one-half times their annual budgeted salary subject to certain conditions.</p>
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2.6.0 **Description of Fringe Benefits Costs** (Cont'd)

Benefit Type: Paid-up Life Insurance Upon Retirement
Benefit Description: A faculty or staff member retiring at age 62 or older with 10 or more years of continuous University of Iowa insurance coverage receives \$2,000 of paid-up life insurance for the first ten years of continuous employment, and an additional \$200 of paid-up life insurance for each additional year of employment to a maximum of 20 years or \$4,000. The cost of this program is paid by the University from a central fund and is not direct charged to Federally sponsored agreements or similar cost objectives.

Benefit Type: Long-Term Disability and Wraparound Long-Term Disability Insurance
Benefit Description: The University Disability Insurance plans provide coverage for faculty and staff members who become disabled. The flexible benefits program allows a faculty or staff member to select between a 50% pay replacement plan or a 70% pay replacement plan which is available by itself, or with a wraparound option that brings the coverage up to 70% during each of the first five years of service. All of the benefit provisions of the three plans are identical except for the percentage of the pay replacement.

Benefit Type: Retirement Plans
Benefit Description: All faculty and staff members with a permanent appointment participate in either the Iowa Public Employees Retirement System (IPERS) or the University Funded Retirement Plan involving Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF). Staff members on a permanent appointment with an annual budgeted salary of less than \$7,800 are required to participate in the IPERS program. Staff members with a permanent appointment earning more than \$7,800 in annual budgeted salary may elect to participate in TIAA/CREF instead of IPERS. Under IPERS, the University makes a contribution of 5.75 percent on the staff member's behalf. Under TIAA/CREF, the University contributes 6 2/3% on the first \$4,800 of annual budgeted salary and 10% over \$4,800 of annual budgeted salary on those staff member's behalf who have less than five years of service. The University contribution is 10% on the entire annual budgeted salary of those staff members with more than five years of service. The staff members are also required to contribute to the retirement plan in which they are enrolled.

Benefit Type: Waiver of Retirement Premium Insurance
Benefit Description: A faculty or staff member who becomes disabled may be entitled to continuation of the retirement premiums based on salary and length of service. The University provides this coverage to all permanent University faculty and staff members with at least a 50% time appointment after one year of continuous service.

Benefit Type: Medical Insurance Programs
Benefit Description: Medical insurance coverage is available on a voluntary basis. The University contributes towards the medical insurance cost for each permanent University faculty and staff member with at least a 50% time appointment at the University. Coverage is offered under either a single, employee/spouse, employee/children or family contract basis. Eligible faculty and staff members may elect to participate in one of five University of Iowa health insurance plans. All of the plans combine hospital, medical/surgical and major medical coverage into one program. The plans differ in their deductibles, coinsurance, out-of-pockets maximums, freedom to select providers and facilities.

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2.6.0	<p>Description of Fringe Benefits Costs (Cont'd)</p> <p>Benefit Type: Dental Insurance Programs Benefit Description: The University contributes towards the cost of dental insurance for permanent University faculty and staff members with at least a 50% time appointment at the University. Coverage is offered under employee only, employee and spouse, employee and children or employee and family options. Coverage is provided through Delta Dental of Iowa with two types of plans available. The two plans cover the same dental procedures. The plans differ in the coinsurance amounts and the way in which maximum coverage is calculated.</p> <p>Benefit Type: Vision and Hearing-Aid Insurance Benefit Description: These types of coverage are available through Wellmark Blue Cross and Blue Shield of Iowa with coverage options the same as for medical and dental insurance.</p> <p>Benefit Type: Accidental Death and Dismemberment Insurance Benefit Description: This insurance program is available to all permanent University faculty and staff members with at least a 50% time appointment at the University. This insurance program provides coverage at all times for a variety of accidents. It covers accidents on or off the job, occurring at home or away, anywhere in the world, when traveling by train, airplane or other conveyances.</p> <p>Benefit Type: Flexible Spending Account for Dependent Care Benefit Description: Eligible faculty and staff members have the opportunity to arrange Flexible Spending Accounts for Dependent Care. A Flexible Spending Account for Dependent Care allows an individual to arrange for a portion of his or her earnings to be deposited in a special account that is then used to pay the dependent care expenses incurred in the course of a year for the custodial care of children or other eligible dependents. The I.R.S. regulations provide that earnings allocated to a Flexible Spending Account are not subject to federal income taxes, state income taxes, or F.I.C.A. taxes. Thus, persons who elect to participate in this plan pay these expenses with income that is not subject to these taxes. This plan is available to all permanent University faculty staff members with at least a 50% time appointment at the University.</p> <p>Benefit Type: Flexible Spending Account for Health/Dental Care Benefit Description: Eligible faculty and staff members have the opportunity to arrange a Flexible Spending Account for Health/Dental Care.. A Flexible Spending Account for Health/Dental Care allows an individual to arrange for a portion of his or her earnings to be deposited in a special account that is then used to pay the health/dental care expenses incurred in the course of the year for the eligible faculty or staff member and/or other eligible dependents. I.R.S. regulations provide that earnings allocated to a Flexible Spending Account are not subject to federal income taxes, state income taxes, or F.I.C.A. taxes. Thus, persons who elect to participate in this plan pay these expenses with income that is not subject to these taxes. This plan is available to all permanent University faculty and staff members with at least a 50% time appointment at the University.</p>

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2.6.0 **Description of Fringe Benefits Costs** (Cont'd)

Benefit Type: Vacation Accrual
Benefit Description: Eligible faculty and staff members are entitled to earn vacation at an accrual rate determined by employee classification. The accrual of vacation is based on the annual entitlement pro-rated at a monthly rate in hours. Maximum accumulation for faculty and staff is twice the annual entitlement. Vacation is charged directly to the appropriate funding source(s) as it is used based on the applicable fringe benefits rate.

Benefit Type: Sick Leave Accrual
Benefit Description: Eligible faculty and staff are entitled to earn sick leave credits at an accrual rate determined by employee classification. The accrual of sick leave credits is based on the annual entitlement pro-rated at a monthly rate in hours. There is no maximum accumulation of sick leave credits, rather the amount accumulated is limited only by length of service, employee classification, and amount of sick leave credits used. Sick leave credits are charged directly to the appropriate funding source(s) as they are used based on the applicable fringe benefits rate.

Benefit Type: Employee Holidays
Benefit Description: Staff members with permanent or continuous appointments, on a full or part-time basis, are entitled to holiday pay in proportion to their fraction of service. Staff members hired on a temporary, on call, provisional, project or emergency basis, as well as students hired through the Office of Student Financial Aid and students hired in positions reserved specifically for student employees are not entitled to holiday pay. Staff covered by collective bargaining agreements may have benefits different from those described below. Reference should be made to the current agreement for those staff members for precise details. Paid holidays per the Board of Regents policy are as follows:

- 1) Members of the University staff are eligible for 9 paid holidays a year. The official University holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Day, and an additional day near Christmas designated in the official University calendar
- 2) When New Year's Day, Independence Day, or Christmas Day fall on Saturday, the Friday preceding is declared the holiday. When any of the three holidays falls on Sunday, the Monday following is declared the holiday.
- 3) Holiday pay is granted to all permanent and continuous staff members provided they work their last regularly scheduled workday prior to, and also their first regularly scheduled workday following a holiday, unless failure to work on either or both days is excused because of 1) scheduled vacation days, or b) scheduled compensatory time off, or c) personal illness or injury, or d) other extraordinary circumstances beyond the control of the staff members which cannot be corrected in time for them to meet their employment obligations.
- 4) When a holiday falls during the period of a leave of absence without pay, the staff member is not entitled to equivalent time off nor pay for the holiday.

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Item No.	Item Description
2.6.0	<p>Description of Fringe Benefits Costs (Cont'd)</p> <p>5) If a University holiday falls on a Merit System staff member's regular day off, he or she will be given another day off within the next pay period if at all possible or will be paid for the holiday if the compensatory time cannot be scheduled. Whenever possible and feasible, department heads and supervisors should decide whether a staff member will be paid for a holiday or given time off at a later date in accordance with the wishes of the staff member.</p> <p>6) A Merit System staff member required to work on a holiday will be compensated at the rate of time and one half hours for all hours actually worked as well as receive compensatory time for hours worked up to a maximum of eight hours.</p> <p>Benefit Type: Tuition or Tuition Remission Benefit Description: The University does not provide tuition remission for any employees, students or their spouses or dependents. However, non-resident students employed for at least one quarter time as a graduate research or teaching assistant are granted in-state tuition rates. This reduction in tuition costs is considered a tuition waiver and is paid entirely from central administration funds. Also, the University provides up to \$150 toward tuition through a Staff Tuition Grant Program to eligible staff members who apply for a tuition grant subject to certain rules. This cost is also paid entirely from central administration funds.</p> <p>Benefit Type: Other Employee Benefits Benefit Description: The University offers a variety of benefits that enhance the health, education, recreation and general well-being of faculty, staff and students that are not charged as a direct cost to Federally sponsored agreements or similar cost objectives.</p> <p>Benefits Summary</p> <p>Faculty, professional and scientific staff, and merit staff who are supervisory exempt annually select from those benefits offered through the Flexible Benefits Program. Each employee is provided with a dollar amount of flexible credits based on annual budgeted salary, employee classification and length of service. They apply the credits to those benefit options they select or that are required as a condition of employment according to the levels of coverage offered. Any remaining flexible credits dollars may be applied to the flexible spending accounts for either dependent care or health/dental care and used to cover expenses allowed under the terms of those spending accounts.</p> <p>Non-exempt merit employees do not participate in the flexible benefits program, but are eligible for participation in those benefits which involve a University contribution</p>

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<p>2.6.1</p>	<p><u>Method of Charging Direct Fringe Benefits</u></p> <p>Prior to July 1, 1997, all fringe benefits costs identified in Item 2.6.0 that are not paid entirely from central administration funds are charged directly to Federally sponsored agreements or to other benefiting University activities within each major function, as described in Item 2.4.0, based on the actual cost of the University contribution to the specific employee's fringe benefits allocated to the employee's payroll distribution accounts.</p> <p>As of July 1, 1997, all fringe benefits costs identified in Item 2.6.0 that are not paid entirely from central administration funds are charged directly to Federally sponsored agreements or to other benefiting University activities within each major function, as described in Item 2.4.0, through the application of fringe benefits rates. Exhibit 3 includes a full description of this methodology.</p>
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET
	PART II - DIRECT COSTS
University of Iowa	

Item No.	Item Description
2.7.0	<p><u>Description of Other Direct Costs</u></p> <p>The following listing includes the principal classes of other costs, excluding labor and direct material costs, that are charged directly to Federally sponsored agreements or similar cost objectives:</p> <ul style="list-style-type: none"> • Travel • Equipment • Repair and Maintenance of Buildings and Equipment • Medical Service Costs - Inpatient and Outpatient • Research Subject Participation Costs • Sub-Contract Costs • Consultant Services Costs • Fellowship and Scholarship Costs (Including stipends, tuition and mandatory student fees, and other student educational allowance costs) • Computing Services • Central Research Facility Services • Publication Costs • Copy Center Costs (Including central and departmental copy centers) • Other Services • Telecommunication Costs • Postage and Freight Costs

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
	<p style="text-align: center;">Instructions for Part III</p> <p>Institutions should disclose how the segment's total indirect costs are identified and accumulated in specific indirect cost categories and allocated to applicable indirect cost pools and service centers within each major function or activity, how service center costs are accumulated and "billed" to users, and the specific indirect cost pools and allocation bases used to calculate the indirect cost rates that are used to allocate accumulated indirect costs to Federally sponsored agreements or similar final cost objectives. A continuation sheet should be used whenever additional space is required or when a response requires further explanation to ensure clarity and understanding.</p> <p>The following Allocation Base Codes are provided for use in connection with Items 3.1.0 and 3.3.0.</p> <ul style="list-style-type: none"> A. Direct charge or Allocation B. Total Expenditures C. Modified Total Cost Basis D. Modified Total Direct Cost Basis E. Salaries and Wages F. Salaries, Wages and Fringe Benefits G. Number of Employees (head count) H. Number of Employees (full-time equivalent basis) I. Number of Students (head count) J. Number of Students (full-time equivalent basis) K. Student Hours - classroom and work performed L. Square Footage M. Usage N. Unit of Product O. Total Production P. More than one base (Separate Cost Groupings)¹ Y. Other(s)¹ Z. Category or Pool not applicable <p>¹ List on a continuation sheet, the category and subgrouping(s) of expense involved and the allocation base(s) used.</p>

Item No.	Item Description																																																
3.1.0	<p><u>Indirect Cost Categories - Accumulation and Allocation.</u> This item is directed at the identification, accumulation and allocation of all indirect costs of the institution. (Under the column heading, "Accumulation Method," insert "Yes" or "No" to indicate if the cost elements included in each indirect cost category are identified, recorded and accumulated in the institution's formal accounting system. If "No," describe on a continuation sheet, how the cost elements included in the indirect cost category are identified and accumulated. Under the column heading "Allocation Base," enter one of the allocation base codes A through P, Y, or Z, to indicate the basis used for allocating the accumulated costs of each indirect cost category to other applicable indirect cost categories, indirect cost pools, other institutional activities, specialized service facilities and other service centers. Under the column heading "Allocation Sequence," insert 1,2, or 3 next to each of the first three indirect cost categories to indicate the sequence of the allocation process. If cross-allocation techniques are used, insert "CA." If an indirect cost category listed in this section is not used, insert "NA.")</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Indirect Cost Category</u></th> <th style="text-align: center;"><u>Accumulation Method</u></th> <th style="text-align: center;"><u>Allocation Base Code</u></th> <th style="text-align: center;"><u>Allocation Sequence</u></th> </tr> </thead> <tbody> <tr> <td>(a) Depreciation/Use Allowances/Interest Building</td> <td style="text-align: center;"><u>No</u></td> <td style="text-align: center;"><u>P</u></td> <td style="text-align: center;"><u>1</u></td> </tr> <tr> <td>Equipment</td> <td style="text-align: center;"><u>No</u></td> <td style="text-align: center;"><u>P</u></td> <td></td> </tr> <tr> <td>Capital Improvements to Land¹</td> <td style="text-align: center;"><u>No</u></td> <td style="text-align: center;"><u>P</u></td> <td></td> </tr> <tr> <td>Interest¹</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>P</u></td> <td></td> </tr> <tr> <td>(b) Operation and Maintenance</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>P</u></td> <td style="text-align: center;"><u>2</u></td> </tr> <tr> <td>(c) General Administration and General Expense</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>D</u></td> <td style="text-align: center;"><u>3</u></td> </tr> <tr> <td>(d) Departmental Administration</td> <td style="text-align: center;"><u>No</u></td> <td style="text-align: center;"><u>D</u></td> <td></td> </tr> <tr> <td>(e) Sponsored Projects Administration</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>D</u></td> <td></td> </tr> <tr> <td>(f) Library</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>P</u></td> <td></td> </tr> <tr> <td>(g) Student Administration and Services</td> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;"><u>Y</u></td> <td></td> </tr> <tr> <td>(h) Other¹</td> <td style="text-align: center;"><u>NA</u></td> <td style="text-align: center;"><u>NA</u></td> <td></td> </tr> </tbody> </table> <p>¹ Describe on a Continuation Sheet.</p>	<u>Indirect Cost Category</u>	<u>Accumulation Method</u>	<u>Allocation Base Code</u>	<u>Allocation Sequence</u>	(a) Depreciation/Use Allowances/Interest Building	<u>No</u>	<u>P</u>	<u>1</u>	Equipment	<u>No</u>	<u>P</u>		Capital Improvements to Land ¹	<u>No</u>	<u>P</u>		Interest ¹	<u>Yes</u>	<u>P</u>		(b) Operation and Maintenance	<u>Yes</u>	<u>P</u>	<u>2</u>	(c) General Administration and General Expense	<u>Yes</u>	<u>D</u>	<u>3</u>	(d) Departmental Administration	<u>No</u>	<u>D</u>		(e) Sponsored Projects Administration	<u>Yes</u>	<u>D</u>		(f) Library	<u>Yes</u>	<u>P</u>		(g) Student Administration and Services	<u>Yes</u>	<u>Y</u>		(h) Other ¹	<u>NA</u>	<u>NA</u>	
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART III - INDIRECT COSTS University of Iowa
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Item No.	Item Description																																																
3.2.0	<p><u>Service Centers.</u> Service centers are department or functional units which perform specific technical or administrative services primarily for the benefit of other units within a reporting unit. Service Centers include "recharge centers" and the "specialized service facilities" defined in Section J of Circular A-21. (The codes identified below should be inserted on the appropriate line for each service center listed. The column numbers correspond to the paragraphs listed below that provide the codes. Explain on a Continuation Sheet if any of the services are charged to users on a basis other than usage of the services. Enter "Z" in Column 1, if not applicable.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;"></th> <th style="width: 5%; text-align: center;">(1)</th> <th style="width: 5%; text-align: center;">(2)</th> <th style="width: 5%; text-align: center;">(3)</th> <th style="width: 5%; text-align: center;">(4)</th> <th style="width: 5%; text-align: center;">(5)</th> <th style="width: 5%; text-align: center;">(6)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(a)</td> <td>Scientific Computer Operations</td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>B</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Business Data Processing</td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>B</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Animal Care Facilities</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>Other Service Centers with Annual Operating Budgets exceeding \$1,000,000 or thant generate significant charges to Federally sponsored agreements either as a direct or indirect cost. (Specify below; use a Continuation Sheet, if necessary.)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>see continuation sheet</u></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <p>(1) <u>Category Code</u>: Use code "A" if the service center costs are billed only as direct costs of final cost objectives; code "B" if billed only to indirect cost categories or indirect cost pools; code "C" if billed to both direct and indirect cost objectives.</p> <p>(2) <u>Burden Code</u>: Code "A" - center receives an allocation of all applicable indirect costs; Code "B" - partial allocation of indirect costs; Code "C" - no allocation of indirect costs.</p> <p>(3) <u>Billing Rate Code</u>: Code "A" - billing rates are based on historical costs; Code "B" - rates are based on projected costs; Code "C" - rates are based on a combination of historical and projected costs; Code "D" - billings are based on the actual costs of the billing period; Code "Y" - other (explain on a Continuation Sheet).</p> <p>(4) <u>User Charges Code</u>: Code "A" - all users are charged at the same billing rates; Code "B" - some users are charged at different rates than other users (explain on a Continuation Sheet).</p> <p>(5) <u>Actual Costs vs. Revenue Code</u>: Code "A" - billings (revenues) are compared to actual costs (expenditures) at least annually; Code "B" - billings are compared to actual costs less frequently than annually.</p> <p>(6) <u>Variance Code</u>: Code "A" - Annual variances between billed and actual costs are prorated to users (as credits or charges); Code "B" - variances are carried forward as adjustments to billing rate of future periods; Code "C" - annual variances are charged or credited to indirect costs; Code "Y" - other (explain on a Continuation Sheet).</p>			(1)	(2)	(3)	(4)	(5)	(6)	(a)	Scientific Computer Operations	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	(b)	Business Data Processing	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	(c)	Animal Care Facilities	<u>A</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	(d)	Other Service Centers with Annual Operating Budgets exceeding \$1,000,000 or thant generate significant charges to Federally sponsored agreements either as a direct or indirect cost. (Specify below; use a Continuation Sheet, if necessary.)								<u>see continuation sheet</u>	_____	_____	_____	_____	_____	_____
		(1)	(2)	(3)	(4)	(5)	(6)																																										
(a)	Scientific Computer Operations	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>																																										
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART III - INDIRECT COSTS
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3.5.0 Composition of Allocation Bases. (For each allocation base code used in Items 3.1.0 and 3.3.0, describe on a continuation sheet the makeup of the base. For example, if a modified total direct cost base is used, specify which of the elements of direct cost identified in Part II, Direct Costs, that are included, e.g., materials, salaries and wages, fringe benefits, travel costs, and excluded, e.g., subcontract costs over first \$25,000. Where applicable, explain if service centers are included or excluded. Specify the benefitting functions and activities included. If any cost objectives are excluded from the allocation base, such cost objectives and the alternate allocation method used should be identified. If an indirect cost allocation is based on Cost Analytical Studies, identify the study, and fully describe the study methods and techniques applied, the composition of the specific allocation base used, and the frequency of each recurring study.

3.6.0 Allocation of Indirect Costs to Programs That Pay Less Than Full Indirect Costs. Are appropriate direct costs of all programs and activities included in the indirect cost allocation bases, regardless of whether allocable indirect costs are fully reimbursed by the sponsoring organization?

- A. X Yes
- B. _____ No¹

¹ Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III-INDIRECT COSTS
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3.1.0	<p><u>Indirect Cost Categories - Accumulation and Allocation</u></p> <p>(a) Depreciation/Use Allowances/Interest</p> <p>Building Use Allowance The capitalized values of the buildings are recorded in subsidiary financial records of the University and are adjusted annually. The portion of any building partially funded by federal projects is identified separately. Use allowance is applied only to the portion of the capitalized value representing non-federal funds.</p> <p>Equipment Depreciation The University maintains subsidiary equipment inventory records. The portion of any equipment acquired with federal funds is identified separately and excluded from the calculation of depreciation. All classes of equipment are depreciated.</p> <p>Capital Improvements to Land The capitalized value of capital improvements to land is recorded in subsidiary financial records of the University. The portion of any capital improvements funded by federal projects is identified separately. Depreciation is calculated on the non-federal portion of these assets using an twenty year useful life.</p> <p>(d) Departmental Administration</p> <p>Departmental administration is not identified separately in the University's financial records. Departmental administration is derived from unrestricted funds using direct cost equivalent (DCE) methodology. See continuation sheet for section 3.4.0.</p>
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		CONTINUATION SHEET PART III-INDIRECT COSTS					
		University of Iowa					
Item No.	Item Description						
3.2.0	<u>Service Centers</u>						
	Other Service Centers with annual operating revenue in excess of \$1,000,000 or billings to Federal grants and contracts in excess of \$200,000.						
		(1)	(2)	(3)	(4)	(5)	(6)
	(d) General Stores	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
	(e) Motor Pool	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
	(f) Printing Service	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
	(g) Biochemistry Stores	<u>A</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(h) Telecommunications	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
	(i) Bioengineering	<u>A</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(j) Laundry	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
	(k) Central Electron Microscope	<u>A</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(l) Medical Imaging Services	<u>A</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(m) Pathology Clinical Laboratory	<u>C</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(4) User Charges: Charges per user may vary for volume discounts and for use during low demand periods as offered by the service centers. Special approval is required in most cases. The special rates are made available uniformly to all users.						
	Notes: Overhead charges recovered from stores and services operations through the internal Administrative Services Overhead Plan will be applied as credits to G&A cost pools effective July 1, 1997.						

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u></p> <p>Depreciation/Use Allowances/Interest</p> <p>Building Use Allowance</p> <p>The Building Use Allowance cost pool group includes the following cost pools:</p> <ul style="list-style-type: none"> • Building Use Allowance • Eckstein Medical Research Building • Oakdale Research Park • Campus Improvements <p>Building Use Allowance is equal to two percent of the capitalized cost of buildings, excluding portions funded from federal sources. Building Use Allowance is assigned to each building and is allocated to all cost pools on the basis of assignable square footage of each building. Joint use space is assigned to cost pools based on the salaries and wages of the department occupying the space.</p> <p>Eckstein Medical Research Building includes the interest cost of the lease agreement with the University of Iowa Facilities Corporation. Interest costs are assigned to the building and are allocated to all cost pools on the basis of assignable square footage of the building. Joint use space is assigned to cost pools based on the salaries and wages of the department occupying the space.</p> <p>Oakdale Research Park includes the cost of leasing and operating the Multi Tenant Building at the Oakdale Research Park. Costs are assigned to the building and are allocated to all cost pools on the basis of assignable square footage of the building. Joint use space is assigned to cost pools based on the salaries and wages of the department occupying the space.</p> <p>Capitalized Campus Improvements are depreciated using an average twenty year useful life. Depreciation is allocated to intermediate cost pools supported by worksheets, with the majority of depreciation allocated to the utility cost pools. Effective July 1, 1997, costs of improvements such as paved parking areas, fences, and sidewalks are allocated to user categories of students and employees on a full time equivalent basis. The amount allocated to students is assigned 100% to instruction. The amount allocated to employees is assigned to the major functions of the institution in proportion to the salaries and wages of all employees applicable to those functions. Prior to July 1, 1997, these costs were allocated on square footage.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Depreciation/Use Allowances/Interest (Cont'd)</p> <p>Equipment Depreciation</p> <p>As of July 1, 1997, this cost pool group includes depreciation charges for equipment with a unit cost of \$2,000 or more. The capitalization level prior to July 1, 1997, was \$500 for equipment and \$1,000 for software. The equipment cost pools exclude any portion of the capitalized value funded from federal sources. Except for current year library book acquisitions, equipment depreciation charges are calculated directly from the equipment inventory records. Each piece of equipment's depreciation is identified with the building in which the equipment is located.</p> <p>Current year library book acquisitions are treated as equipment for inventory purposes, but are assigned a one year life, effectively depreciating their full value in the year of acquisition. The library book depreciation (current year expenditures) is included in the Library Cost Pool (see section on Library).</p> <p>The equipment depreciation cost pool group includes the following cost pools:</p> <p>Fixed Equipment Allocated to each building and then to cost pools based on the functional use of space for each building.</p> <p>Moveable Equipment Allocated to each building and then to cost pools based on the functional use of space for each building.</p> <p>VA Research Equipment Allocated to Organized Research Base.</p> <p>Utility Systems Equipment Allocated to Utility Cost Pools.</p> <p>Shop & Service Department Equipment Allocated to Other Institutional Activity.</p> <p>Library books Allocated to Library Cost Pool.</p> <p>Animal Care Equipment Allocated to Animal Care Cost Pool.</p> <p>President's Residence Equipment Allocated to Other Institutional Activity Cost Pool.</p> <p>Art Museum collection Allocated to Other Institutional Activity Cost Pool.</p>

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Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Operation and Maintenance</p> <p>Operation and Maintenance includes all utilities, public safety, and other campus plant operation and maintenance expenditures. This functional category includes the following cost pools:</p> <ul style="list-style-type: none"> Direct Building Costs Direct Building Costs - Plant Fund Hospital O&M Utilities Overhead Electricity Steam Water Chilled Water Fire Protection Refuse Disposal Sewer Waste Incinerator Purchased Utilities Oakdale Utilities General Campus O&M Academic Building O&M Hospital General Oakdale O&M Auxiliary O&M Health Protection Office Radiation Protection Public Safety (Security) Mail Carriers <p>Direct Building Costs include current fund operation and maintenance costs directly identified with and charged to specific buildings in accounting resulting from services rendered by the university physical plant shops or external providers.</p> <p>Direct Building Costs - Plant Fund includes repair and minor non-capitalized renovation costs identified with specific buildings.</p> <p>Hospital Direct O&M includes current operation and maintenance costs incurred with the Health Care Fund and identified with specific buildings.</p> <p>Utilities Overhead includes administrative costs of the Physical Plant Office related to the utilities' production and distribution cost pools</p> <p>Electricity includes costs for electricity provided by the campus Utilities Enterprise. Charges are identified with specific buildings in accordance with meter readings.</p> <p>Steam includes costs for general heating, hot water and in a few cases for air conditioning or chilled water.</p>

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	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Operation and Maintenance (Cont'd)</p> <p>Water includes costs for water provided by the university's water plant and is allocated to each building as measured by water meters at each building.</p> <p>Chilled Water includes costs for chilled water supplied by area chilled water plants. The costs identified for each building served is based upon engineers' estimates.</p> <p>Fire Protection includes costs of the University's fire protection agreement with the City of Iowa City. The total cost is allocated to individual buildings on the basis of gross square feet.</p> <p>Refuse Disposal includes costs of the University's trash collection and disposal service. Physical Plant personnel maintain records of quantities collected per building and costs are allocated accordingly.</p> <p>Sewer includes costs negotiated with the City of Iowa City for sewer service. Allocations to individual buildings are based upon metered water consumption per building.</p> <p>Waste Incinerator includes costs of the operation of the university's waste incinerator. Allocations are made to buildings based upon the volume of waste per building.</p> <p>Purchased Utilities includes costs of utilities purchased directly from the local utility for specific buildings. These costs are distributed to the specific buildings as billed by the utility company.</p> <p>Oakdale Utilities includes costs for utilities provided by Oakdale Utility Systems. These costs are allocated to the Oakdale campus buildings on the basis of direct utility costs.</p> <p>General Campus O & M includes general campus maintenance of grounds, streets, sidewalks, etc. of the main campus. Costs are allocated to all main campus buildings on the basis of net assignable square feet.</p> <p>Academic Building O&M includes pooled interest costs of academic buildings (excluding the hospital and auxiliary enterprises). As of July 1, 1997, this pool also includes the costs of Facilities Planning and Utilization. These costs are allocated to instruction, research and other sponsored activity on the basis of net assignable square feet.</p> <p>Hospital General O&M includes general operation and maintenance costs of the hospital group not identified to specific hospital buildings. These costs are allocated to hospital buildings on the basis of net assignable square feet.</p> <p>Oakdale O&M includes general campus maintenance to the Oakdale Campus. The costs are allocated to the buildings on the Oakdale Campus on the basis of net assignable square feet.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Operation and Maintenance (Cont'd)</p> <p>Auxiliary O&M includes operation and maintenance costs identified with the major auxiliary enterprise operations on the main campus. These costs are allocated to Other Institutional Activities.</p> <p>Health Protection Office includes costs associated with maintaining appropriate safety practices such as the proper disposal of hazardous waste (excluding radioactive) for the entire university. Allocations are made to cost pools based upon cost analysis by departmental administrator.</p> <p>Radiation Protection includes costs related to the acquisition, storage, distribution, control, safety, removal, waste storage and disposal of radioactive materials. These costs are allocated to the functions utilizing these services as identified by the Health Protection Office.</p> <p>Public Safety (Security) includes the costs of the University's central security department. These costs are allocated to benefiting functions on the basis of net assignable space.</p> <p>Mail Carriers includes costs of the University's central mail service department. Effective July 1, 1997, these costs are allocated to recipient cost pools based on institution-wide salaries and wages.</p> <p>All Operation and Maintenance cost pools are allocated to intermediate or final cost centers on the basis of space utilization unless otherwise noted above. This treatment is consistent with OMB Circular A-21 (section F.2.b.).</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>General Administration and General Expense</p> <p>General Administration includes all costs associated with general and academic administration. This functional category includes the following cost pools:</p> <ul style="list-style-type: none"> Business Personnel Environmental Health (Occupational Health) Academic Administration Publications <p>Business includes the costs of central administration and support services that are business related. These costs are allocated to the other cost pools, indirect and direct, on a modified total direct cost basis (MTDC).</p> <p>Personnel includes the costs of central administration and support services that are personnel related. These costs are allocated to the other cost pools, indirect and direct, on a modified total direct cost basis (MTDC).</p> <p>Environmental Health includes the costs of the Occupational Health Office. These costs are allocated to other cost pools, indirect and direct, on a modified total direct cost basis (MTDC).</p> <p>Academic Administration includes the cost of the central administrative offices related to the academic functions of the University. These costs are allocated to instruction, research and other sponsored activity on a modified total direct cost basis (MTDC).</p> <p>Publications includes the cost of the Office of Publications. These costs are allocated to other cost pools, indirect and direct, on a modified total direct cost basis (MTDC).</p> <p>Notes:</p> <p>Prior to July 1, 1997, the University had a G&A cost pool called Facility Planning and Utilization. The University's interpretation of the July, 1993, revision of Circular A-21 was that these costs should be Facility costs rather than Administrative costs. Effective July 1, 1997, these costs are now part of the Facility cost pool Academic Building O&M. In the proposal submitted in 1991, only \$52,447 of Facility Planning and Utilization costs were allocated to research. This equates to approximately eight hundredths of a point.</p> <p>Effective July 1, 1997, all General Administration and General Expense cost pools will be allocated to indirect and direct cost pools on a modified total direct cost basis (MTDC).</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Departmental Administration</p> <p>Departmental Administration includes all costs incurred for the administration and supporting services that benefit more than one functional activity for an academic department or unit. The departmental cost pool group contains a separate cost pool for each academic department or unit.</p> <p>Effective July 1, 1997, the cost pool group for college administration has been combined with the departmental administration cost pool group. The costs of the Graduate College are allocated to the remaining college cost pools based on modified total direct costs (MTDC). Costs for each college administrative cost pool are allocated to that college's departments or units based on MTDC.</p> <p>In addition to the pro-rated college administrative costs allocated to each DA cost pool, there are four other cost components:</p> <ul style="list-style-type: none"> • 3.6% faculty/professional administrative allowance. • Professional administrative salaries and wages. • General support salaries and wages. • Other expenses including fringe benefit costs. <p>The University uses the Direct Charge Equivalent (DCE) methodology as permitted in the "Review Guide for Long Form University Indirect Cost Proposals", DHHS, DCA, January, 1995.</p> <p>Each DA cost pool will also receive an appropriate share of depreciation use allowance, operation and maintenance expenses, and general administration. The DA cost pools are allocated to the appropriate functions of each department based on MTDC.</p> <p>Notes:</p> <p>Principal investigators submitting proposals to Federal agencies must provide clear justification for including as a direct cost of the proposed project any item of cost normally treated as an indirect cost. Items such as administrative and clerical salaries and certain general expenses such as office supplies, postage, local telephone costs and memberships must follow recommended budgeting practices that conform to OMB Circular A-21, Section F.6.B. and the interpretive memorandum issued by the OMB to provide guidance as to when direct charging these types of costs may be appropriate. See Continuation Sheet for Item 2.1.0.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
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3.4.0 Composition of Indirect Cost Pools (Cont'd)

Sponsored Projects Administration

Sponsored Projects Administration includes all costs in central administration offices specifically for the administration of sponsored projects. These costs are allocated on an MTDC basis for "sponsored" accounts for each direct cost function. All "sponsored" accounts are identified as organized research, instruction, or other sponsored activities. This treatment is consistent with OMB Circular A-21 (section F.5.b.).

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
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3.4.0 Composition of Indirect Cost Pools (Cont'd)

Library

Effective July 1, 1997, library book acquisitions are part of the library cost pool and are allocated on the same basis as other library costs. The library cost pool includes the operating costs for all campus libraries, including the costs of books (library book acquisitions). Library costs are allocated in two steps. The first allocation, on the basis of FTE, is to students, faculty and professional staff, and other users. The costs allocated to students are assigned 100% to instruction. The costs allocated to faculty and professional staff are assigned to instruction, research, and other sponsored activity on a salary and wage basis. The costs allocated to other users are assigned 100% to other institutional activity.

Notes:

Effective July 1, 1997, an adjustment for library fines and fees will be credited to the Library cost pool. Prior to July 1, 1997, a credit was not applied to the Library cost pool as the amount was not thought to be material (\$50,000-\$100,000).

Item No.	Item Description
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3.4.0	<p><u>Composition of Indirect Cost Pools</u> (Cont'd)</p> <p>Student Administration and Services</p> <p>Student Administration and Services include costs of programs that predominantly benefit students. These costs are allocated exclusively to the instruction cost pool.</p>
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COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART III - INDIRECT COSTS
	University of Iowa

Item No.	Item Description
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3.5.0 Composition of Allocation Bases

Modified Total Direct Cost Base (D)

This base includes all direct salaries and wages, fringe benefits, materials and supplies, services, travel, and the first \$25,000 of each subcontract and subgrant. Equipment, capital expenditures, charges for patient care and tuition remission, facilities rental costs, scholarships and fellowships, and the portion of each subcontract and subgrant in excess of \$25,000 are excluded from this base. Service Center cost centers are excluded.

Salaries and Wages (E)

This base represents institution-wide salaries and wages applicable to the benefiting major functions.

Square Footage (L)

All assignable square footage of benefiting direct and indirect activities is included. Common areas, restrooms, hallways and elevators are excluded from the calculation of net assignable square footage. Space in a building used exclusively in the conduct of a single function is assigned to that function. All other space is considered joint use space and is assigned to functions based on salaries and wages.

Item No.	Item Description																																																						
4.1.0	<p style="text-align: center;">Part IV</p> <p><u>Depreciation Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For each asset category listed below, enter a code from A through C in Column (1) describing the method of depreciation; a code from A through D in Column (2) describing the basis for determining useful life; a code from A through C in Column (3) describing how depreciation methods or use allowance are applied to property units; and Code A or B in Column (4) indicating whether or not the estimated residual value is deducted from the total cost of depreciable assets. Enter code Y in each column of an asset category where another or more than one method applies. Enter Code Z in Column (1) only, if an asset category is not applicable.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Asset Category</u></th> <th style="text-align: center;"><u>Depreciation Method</u> (1)</th> <th style="text-align: center;"><u>Useful Life</u> (2)</th> <th style="text-align: center;"><u>Property Unit</u> (3)</th> <th style="text-align: center;"><u>Residual Value</u> (4)</th> </tr> </thead> <tbody> <tr> <td>(a) Land Improvements</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(b) Buildings</td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>D</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(c) Building Improvements</td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>D</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(d) Leasehold Improvements</td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>D</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(e) Equipment</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(f) Furniture and Fixtures</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(g) Automobiles and Trucks</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(h) Tools</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(i) Enter Code Y on this line if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. (Otherwise enter Code Z.)</td> <td style="text-align: center;"><u>Z</u></td> <td style="text-align: center;"><u>Z</u></td> <td style="text-align: center;"><u>Z</u></td> <td style="text-align: center;"><u>Z</u></td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Column (1)--Depreciation Method Code</u></p> <p>A. Straight Line B. Expensed at Acquisition C. Use Allowance Y. Other or more than one method¹</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Column (2)--Useful Life Code</u></p> <p>A. Replacement Experience B. Term of Lease C. Estimated service life D. As prescribed for use allowance by Office of Management and Budget Circular No. A-21 Y. Other or more than one method¹</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Column (3)--Property Unit Code</u></p> <p>A. Individual units are accounted for separately B. Applied to groups of assets with similar service lives C. Applied to groups of assets with varying service lives Y. Other or more than one method¹</p> </td> <td style="vertical-align: top;"> <p><u>Column (4)--Residual Value Code</u></p> <p>A. Residual value is deducted B. Residual value is not deducted Y. 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Item No.	Item Description
4.1.1	<p><u>Asset Valuations and Useful Lives.</u> Are the asset valuations and useful lives used in your indirect cost proposal consistent with those used in the institution's financial statements? (Mark one.)</p> <p>A. _____ Yes B. <u> X </u> No¹</p>
4.2.0	<p><u>Fully Depreciated Assets.</u> Is a usage charge for fully depreciated assets charged to Federally sponsored agreements or similar cost objectives? (Mark one. If yes, describe the basis for the charge on a continuation sheet.)</p> <p>A. _____ Yes B. <u> X </u> No</p>
4.3.0	<p><u>Treatment of Gains and Losses on Disposition of Depreciable Property.</u> Gains and losses are: (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>A. <u> X </u> Excluded from determination of sponsored agreement costs B. _____ Credited or charged currently to the same pools to which the depreciation of the assets was originally charged C. <u> X </u> Taken into consideration in the depreciation cost basis of the new items, where trade-in is involved D. _____ Not accounted for separately, but reflected in the depreciation reserve account Y. _____ Other(s)¹ Z. _____ Not applicable</p>
4.4.0	<p><u>Criteria for Capitalization.</u> (Enter (a) the minimum dollar amount of expenditures which are capitalized for acquisition, addition, alteration, donation and improvement of capital assets, and (b) the minimum number of expected life years of assets which are capitalized. If more than one dollar amount or number applies, show the information for the majority of your capitalized assets, and enumerate on a continuation sheet the dollar amounts and/or number of years for each category or subcategory of assets involved which differs from those for the majority of assets.)</p> <p>A. Minimum Dollar Amount <u> 2000 </u> B. Minimum Life Years <u> 1 </u></p>
4.5.0	<p><u>Group or Mass Purchase.</u> Are group or mass purchases (initial complement) of similar items, which individually are less than the capitalization amount indicated above, capitalized? (Mark one.)</p> <p>A. _____ Yes¹ B. <u> X </u> No</p> <p>¹ Describe on a Continuation Sheet.</p>

Item No.	Item Description
4.1.1	<p><u>Asset Valuations and Useful Lives.</u></p> <p>Assets values are taken from accounting records which are recorded at the cost of acquisition. Depreciation is not recorded in the University's accounting records nor reported in its financial statements, therefore useful lives are not established for financial accounting purposes. Depreciation is recognized in the hospital group, auxiliary enterprise funds and service departments (recharge centers) for their own purposes.. The asset values and useful lives of these assets are maintained on subsidiary records by the respective organizations.</p>
4.4.0	<p><u>Criteria for Capitalization.</u></p> <p>As of July 1, 1997, the capitalization criteria for equipment is a unit cost of \$2,000 or more and a useful life of one year or greater. The capitalization level prior to July 1, 1997, was \$500 for equipment and \$1,000 for software.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART V - OTHER COSTS AND CREDITS
	University of Iowa

Item No.	Item Description
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	Part V
5.1.0	<p><u>Method of Charging Leave Costs.</u> Do you charge vacation, sick, holiday and sabbatical leave costs to sponsored agreements on the cash basis of accounting (i.e., when the leave is taken or paid), or on the accrual basis of accounting (when the leave is earned)? (Mark applicable line(s))</p> <p>A. <input checked="" type="checkbox"/> Cash</p> <p>B. <input type="checkbox"/> Accrual¹</p>
5.2.0	<p><u>Applicable Credits.</u> This item is directed at the treatment of "applicable credits" as defined in Section C of OMB Circular A-21 and other incidental receipts (e.g., purchase discounts, insurance refunds, library fees and fines, parking fees, etc.). (Indicate how the principal types of credits and incidental receipts the institution usually receives are handled.)</p> <p>A. <input checked="" type="checkbox"/> The credits/receipts are offset against the specific direct or indirect costs to which they relate.</p> <p>B. <input type="checkbox"/> The credits/receipts are handled as a general adjustment to the indirect cost pool.</p> <p>C. <input type="checkbox"/> The credits/receipts are treated as income and are not offset against costs.</p> <p>D. <input type="checkbox"/> Combination of methods¹</p> <p>Y. <input type="checkbox"/> Other¹</p>
	¹ Describe on a Continuation Sheet.

Item No.	Item Description												
	<p>Instructions for Part VI</p> <p>This part covers the measurement and assignment of costs for employee pensions, post retirement benefits other than pensions (including post retirement health benefits) and insurance. Some organizations may incur all of these costs at the main campus level or for public institutions at the governmental unit level, while others may incur them at subordinate organization levels. Still others may incur a portion of these costs at the main campus level and the balance at subordinate organization levels.</p> <p>Where the segment (reporting unit) does not directly incur such costs, the segment should, on a continuation sheet, identify the organizational entity that incurs and records such costs. When the costs allocated to Federally sponsored agreements are material, and the reporting unit does not have access to the information needed to complete an item, the reporting unit should require that entity to complete the applicable portions of this Part VI. (See item 4, page (I), General Instructions)</p>												
6.1.0	<u>Pension Plans.</u>												
6.1.1	<p>Defined-Contribution Pension Plans. Identify the types and number of pension plans whose costs are charged to Federally sponsored agreements. (Mark applicable line(s) and enter number of plans.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%; text-align: center;"><u>Type of Plan</u></th> <th style="width: 25%; text-align: center;"><u>Number of Plans</u></th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>_____ Institution employees participate in State/Local Government Retirement Plan(s)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>B.</td> <td><u> X </u> Institution uses TIAA/CREF plan or other defined-contribution plan that is managed by an organization not affiliated with the institution</td> <td style="text-align: center;"><u> 1 </u></td> </tr> <tr> <td>C.</td> <td>_____ Institution has its own Defined-Contribution Plan(s)¹</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		<u>Type of Plan</u>	<u>Number of Plans</u>	A.	_____ Institution employees participate in State/Local Government Retirement Plan(s)	_____	B.	<u> X </u> Institution uses TIAA/CREF plan or other defined-contribution plan that is managed by an organization not affiliated with the institution	<u> 1 </u>	C.	_____ Institution has its own Defined-Contribution Plan(s) ¹	_____
	<u>Type of Plan</u>	<u>Number of Plans</u>											
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C.	_____ Institution has its own Defined-Contribution Plan(s) ¹	_____											
6.1.2	<p>Defined-Benefit Pension Plan. (For each defined-benefit plan (other than plans that are part of a State or Local government pension plan) describe on a continuation sheet the actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)</p>												
	¹ Describe on a Continuation Sheet.												

Item No.	Item Description
6.2.0	<p><u>Post Retirement Benefits Other Than Pensions (including post retirement health care benefits) (PRBs).</u> (Identify on a continuation sheet all PRB plans whose costs are charged to Federally sponsored agreements. For each plan listed, state the plan name and indicate the approximate number and type of employees covered by each plan.)</p> <p>Z. <input type="checkbox"/> Not Applicable</p>
6.2.1	<p>Determination of Annual PRB Costs. (On a continuation sheet, indicate whether PRB costs charged to Federally sponsored agreements are determined on the cash or accrual basis of accounting. If costs are accrued, describe the accounting practices used, including actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)</p>
6.3.0	<p><u>Self-Insurance Programs (Employee Group Insurance).</u> Costs of the self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. _____ When accrued (book accrual only) B. _____ When contributions are made to a nonforfeitable fund C. <input checked="" type="checkbox"/> When contributions are made to a forfeitable fund D. _____ When the benefits are paid to an employee E. _____ When amounts are paid to an employee welfare plan Y. _____ Other or more than one method¹ Z. _____ Not Applicable</p>
6.4.0	<p><u>Self-Insurance Programs (Worker's Compensation, Liability and Casualty Insurance.)</u></p>
6.4.1	<p>Worker's Compensation and Liability. Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)</p> <p>A. _____ When claims are paid or losses are incurred (no provision for reserves) B. _____ When provisions for reserves are recorded based on the present value of the liability C. _____ When provisions for reserves are recorded based on the full or undiscounted value, as contrasted with present value, of the liability D. <input checked="" type="checkbox"/> When funds are set aside or contributions are made to a fund Y. _____ Other or more than one method¹ Z. _____ Not Applicable</p>
	<p>¹ Describe on a Continuation Sheet.</p>

Item No.	Item Description																																																
6.2.0	<p>Post Retirement Benefits Other Than Pensions (including post retirement health care benefits) (PRBs)</p> <p>A. <u>Benefits Available:</u> The University offers post employment benefits to qualified individuals. Early retirees, regular retirees, and terminated employees may continue participation in the following:</p> <table border="1"> <thead> <tr> <th data-bbox="331 636 516 667"><u>Type of Benefit</u></th> <th data-bbox="906 611 1040 667"><u>Early Retirement</u></th> <th data-bbox="1094 611 1229 667"><u>Regular Retirement</u></th> <th data-bbox="1284 636 1433 667"><u>Termination</u></th> </tr> </thead> <tbody> <tr> <td>State of Iowa Health Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>State of Iowa Dental Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>University of Iowa Health Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>University of Iowa Dental Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>University of Iowa Vision Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>University of Iowa Hearing Aid Insurance</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Life Insurance</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td>Medical Spending Account*</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>TIAA-CREF</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>IPERS</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Long Term Care Insurance**</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table> <p>* The medical spending account is governed by Section 125 of the Internal Revenue Service Code. ** Long Term Care Insurance is only available to faculty and professional-scientific employees who assume total financial responsibility of the premiums.</p> <p>B. <u>Regular Retirement:</u></p> <p>For post employment benefits of retirees, the University contributes toward the cost of University of Iowa health insurance equal to the cost of the major medical insurance and the entire cost to purchase a paid-up life insurance policy which varies in amounts from \$2,000 to \$4,000, depending upon length of service.</p> <p>Benefits are financed centrally by the institution on a pay-as-you-go cash basis.</p> <p>For fiscal year 1995 there were 1,946 participants.</p>	<u>Type of Benefit</u>	<u>Early Retirement</u>	<u>Regular Retirement</u>	<u>Termination</u>	State of Iowa Health Insurance	X	X	X	State of Iowa Dental Insurance	X	X	X	University of Iowa Health Insurance	X	X	X	University of Iowa Dental Insurance	X	X	X	University of Iowa Vision Insurance	X	X	X	University of Iowa Hearing Aid Insurance	X	X	X	Life Insurance	X	X		Medical Spending Account*	X	X	X	TIAA-CREF	X			IPERS	X			Long Term Care Insurance**	X	X	X
<u>Type of Benefit</u>	<u>Early Retirement</u>	<u>Regular Retirement</u>	<u>Termination</u>																																														
State of Iowa Health Insurance	X	X	X																																														
State of Iowa Dental Insurance	X	X	X																																														
University of Iowa Health Insurance	X	X	X																																														
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University of Iowa Vision Insurance	X	X	X																																														
University of Iowa Hearing Aid Insurance	X	X	X																																														
Life Insurance	X	X																																															
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TIAA-CREF	X																																																
IPERS	X																																																
Long Term Care Insurance**	X	X	X																																														

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		CONTINUATION SHEET PART VI - DEFERRED COMPENSATION AND INSURANCE COSTS	
		University of Iowa	
Item No.	Item Description		
6.2.0	C.	<p data-bbox="428 394 638 422"><u>Early Retirement:</u></p> <p data-bbox="428 457 1479 695">The early retirement program was approved by the State Board of Regents in June 1986, and modified on July 1, 1990, and July 1992. Eligible for participation are faculty, professional-scientific employees, institutional officials, staff of the Board Office, and all merit system employees employed by the State Board of Regents for a period of at least fifteen years and who have attained the age of 57 but are not older than 63. The employee's participation must be approved by the employee's department head and the appropriate administrative officers. The following benefits are applicable during participation in the Early Retirement Program:</p> <ol data-bbox="428 730 1495 1367" style="list-style-type: none"> <li data-bbox="428 730 1471 789">1) <u>Life Insurance</u> - A paid-up life insurance policy of \$3,000 to \$4,000 equal to what the individual would have received if he/she had retired at the age of 65. <li data-bbox="428 825 1495 968">2) <u>Health and Dental Insurance</u> - The University will pay the full cost of the single employee premium for health and dental insurance or its standard share of any coverage other than single, until the employee reaches eligibility for Medicare benefits. This contribution shall be equal to the amount contributed for an active employee in the same plan. <li data-bbox="428 1003 1495 1146">3) <u>TIAA/CREF Contributions</u> - During the first three years, the University will pay both the employers' and employees' retirement contributions. During the remaining years in the program, the university will pay only the employers' contributions. Contributions are payable for a maximum of five (5) years or until eligible for full Social Security benefits, whichever occurs first. <li data-bbox="428 1182 1479 1367">4) <u>IPERS Contributions</u> - The employee may elect a lump sum payment, using the following guidelines. The employee may elect, prior to approval of participation in the program, to accept the present value of all or part of the incentives, except life insurance, as a lump sum payment on the beginning date of participation of the program. The rate of interest used to calculate the present value is established annually by the State Board of Regents. <p data-bbox="428 1402 1495 1703">From July 1, 1996, to December 31, 1996, an additional early retirement incentive program was made available to faculty and staff members age 55 or older with 20 years of service. Application for the program was limited to the six month window, and the University placed a limit on the number of faculty and staff it would approve for participation. This program was offered in addition to and could have been combined with the previously existing phased retirement program providing application to do so was made prior to the close of the application window. If combined, benefits under this program would be reduced by the number of years benefits are paid under the phased retirement agreement. This program was not renewed after the initial application period and is not currently being offered by the University. The following benefits were applicable during participation in this program:</p>	

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	CONTINUATION SHEET PART VI - DEFERRED COMPENSATION AND INSURANCE COSTS
	University of Iowa

Item No.	Item Description
6.2.0	<p>(Continued from previous page)</p> <ol style="list-style-type: none"> 1) <u>Life Insurance</u> - A paid-up life insurance policy of \$5,000. 2) <u>Health and Dental Insurance</u> - The University will pay its standard share of any medical and dental coverage elected by the individual until the employee reaches eligibility for Medicare benefits. This contribution shall be equal to the amount contributed for an active employee in the same plan. <p>In addition, one of the following may be selected to be used toward the purchase of medical and dental coverage: a) If eligible for Medicare, contributions for employee and/or spouse for the institution's Medicare Carveout program for five years; or b) an allocation of \$5,000 to be used for employee and/or spouse contributions to University health care plans either before or after the employee becomes eligible for Medicare.</p> 3) <u>TIAA/CREF Contributions</u> - The University will provide both the employer and employee contributions to TIAA/CREF for three years. The University will provide the employer contribution for an additional two years. The employer's contribution is 10% of salary and the employee contribution is 5%. <p>The program also authorizes access to 100% of the employee's TIAA/CREF accumulation as available under TIAA/CREF rules on cashability.</p> 4) <u>Alternative Payment Method</u> - Upon request of the participant, the University's contributions for any of the benefit programs may be paid in a lump sum equal to the present value of the benefit cost. The interest rate used in the calculation of the present value is established annually by the State Board of Regents. <p>Benefits for both early retirement programs are funded on a pay-as-you-go cash basis. Generally, benefits are financed from the salary source(s) of the individual at the time of retirement. However, some colleges have identified a single source of funds to support all early incentive retirement benefits from their college.</p> <p>For fiscal 1995, there were 436 participants in the early incentive retirement program.</p> <p>D. <u>Termination:</u></p> <p>The University continues terminated employees' benefits for health, dental, vision, and hearing aid insurance under the Consolidated Omnibus Budget Reconciliation Act of 1985, modified by the Tax Reform Act and the Budget Reconciliation Act of 1986.</p> <p>No University costs are associated with the premiums, but claims are the responsibility of the University since the insurance plans are self-insured.</p> <p>As of fiscal 1995, 472 terminated employees continued their benefits by assuming total financial responsibility.</p>

COST ACCOUNTING STANDARDS BOARD
DISCLOSURE STATEMENT
REQUIRED BY PUBLIC LAW 100-679
EDUCATIONAL INSTITUTIONS

CONTINUATION SHEET
PART VI - DEFERRED COMPENSATION AND INSURANCE COSTS

University of Iowa

Item No.	Item Description
6.2.1	<p><u>Determination of Annual PRB Costs</u></p> <p>The annual PRB costs are determined on the cash basis.</p>

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS	PART VII - CENTRAL SYSTEM OR GROUP EXPENSES
	University of Iowa

Item No.	Item Description
7.1.0	<p style="text-align: center;">DISCLOSURE BY CENTRAL ADMINISTRATION OFFICE, OR GROUP (INTERMEDIATE ADMINISTRATION) OFFICE, AS APPLICABLE.</p> <p style="text-align: center;">Instructions for Part VII</p> <p>This part should be completed <u>only</u> by the central system office or a group office of an educational system when that office is responsible for administering two or more segments, where it allocates its costs to such segments and where at least one of the segments is required to file Parts I through VI of the Disclosure Statement.</p> <p>The reporting unit (central system or group office) should disclose how costs of services provided by the reporting unit are, or will be, accumulated and allocated to applicable segments of the institution. For a central system office, disclosure should cover the entire institution. For a group office, disclosure should cover all of the subordinate organizations administered by that group office.</p> <p><u>Organizational Structure.</u></p> <p>On a continuation sheet, list all segments of the university or university system, including hospitals, Federally Funded Research and Development Centers (FFRDC's), Government-owned Contractor-operated (GOCO) facilities, and lower-tier group offices serviced by the reporting unit.</p>
7.2.0	<p><u>Cost Accumulation and Allocation.</u></p> <p>On a continuation sheet, provide a description of:</p> <ul style="list-style-type: none"> A. The services provided to segments of the university or university system (including hospitals, FFRDC's, GOCO facilities, etc.), in brief. B. How the costs of the services are identified and accumulated. C. The basis used to allocate the accumulated costs to the benefitting segments. D. Any costs that are transferred from a segment <u>to</u> the central system office or the intermediate administrative office, and which are reallocated to another segment(s). If none, so state. E. Any fixed management fees that are charged to a segment(s) in lieu of a prorata or allocation basis and the basis of such charges. If none, so state.

EXHIBIT 1

Salary, Wage and Fringe Benefits Accounts (5000 Series)

- 5002 NON CLIN FACULTY SALARIES** --Rank codes F_1100, F_1200, F_1300, F_1400, F_1500, F_1600, F_1700, PF, and PM (Institutional Officers) within non-clinical departments.
- 5003 FACULTY SALARIES - TEMPORARY** -- Faculty appointment type "T".
- 5004 CLIN FACULTY SALARIES** -- Rank codes F_1100, F_1200, F_1300, F_1400, F_1500, F_1600, F_1700, PF, and PM (Institutional Officers) within clinical departments, 2280, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275.
- 5005 NON CLIN FACULTY SALARIES-RETIREEES** -- Rank codes FE____ (incl Emeritus) within non-clinical departments.
- 5009 CLIN FAC SALARIES - RETIREEES** -- Effective 7/1/97. Rank codes FE____ (incl Emeritus) within clinical departments, 2280, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275.
- 5015 FACULTY COMMUTATION FRACTION** -- All types of benefits associated with faculty member's pay receiving commutation fraction within non-clinical departments.
- 5016 FAC COMM FRACTION-NON CLIN DEPTS** -- Effective 7/1/97. All types of benefits associated with faculty member's pay receiving commutation fraction within clinical departments, 2280, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275.
- 5022 FACULTY VA SALARIES** -- Rank codes F_1100, F_1200, F_1300, F_1400.
- 5035 GRAD/UNDERGRAD ASSTSHIPS-TEACHING** -- Rank codes FT1800 and FT1900.
- 5045 GRAD/UNDERGRAD ASSTSHIPS-RESEARCH** -- Rank codes F_1800 and F_1900 except FT1800 and FT1900.
- 5055 FELLOW ASSOCIATES** -- Rank code FF1600.
(Must be used with Function 80 -- Scholarships and Fellowships)
- 5060 HOUSE STAFF FELLOWS - SALARIES** -- Rank code PZ19.
(Must be used with Function 80 -- Scholarships and Fellowships)
- 5075 NON CLIN FAC POST-DOCT ASSOCIATES** -- Rank code FP1600 within non-clinical departments.

- 5076 CLIN FAC POST DOCTORAL ASSOCIATES** – Effective 7/1/97. Rank code FP1600 within clinical departments, 2280, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275.
- 5077 TEMP POST-DOCTORAL ASSOCIATES** – Rank code FP1600 with appointment type “T”.
- 5080 FACULTY SICK LEAVE BENEFITS** -- The total salary and fringe paid out for sick leave at retirement currently set at a maximum of \$2000 per employee.
- 5081 FACULTY COMMUTATION SICK PAY** -- No longer effective after 6/30/97. Sick pay associated with **5015 -- FACULTY COMMUTATION FRACTION**.
- 5082 POST DOCTORAL SICK PAY** -- No longer effective after 6/30/97. Sick pay associated with **5075 -- POST-DOCTORAL ASSOCIATES**.
- 5083 CLIN FACULTY SICK LEAVE BENEFITS** – Sick pay associated with **5004 – CLIN FACULTY SALARIES**.
- 5085 FACULTY VACATION BENEFITS** -- Termination pay and monthly accruals.
- 5086 FAC COMM/FRACTION VACATION BENEFITS** -- No longer effective after 6/30/97. Termination pay and monthly accruals associated with **5015 -- FACULTY COMMUTATION FRACTION**.
- 5087 POST DOCTORAL VACATION PAY** – No longer effective after 6/30/97. Termination pay and monthly accruals associated with **5075 -- POST DOCTORAL ASSOCIATES**.
- 5102 FRINGE BENEFITS-FACULTY** -- All benefits associated with account **5002 FACULTY SALARIES**.
- 5103 FRINGE BENEFITS - TEMPORARY FACULTY** -- All benefits associated with account **5003 FACULTY SALARIES - TEMPORARY**.
- 5104 FRINGE BENEFITS-CLINICAL FACULTY** -- All benefits associated with account **5004 CLINICAL FACULTY SALARIES**.
- 5105 FRINGE BENEFITS-FACULTY RETIREES** -- All benefits associated with account **5005 FACULTY SALARIES-RETIREES** (including Emeritus).
- 5106 FRINGE BENEFITS - FAC GRP INS DIV** -- Distribution of earnings on Group Insurance.
- 5109 FRINGE BENEFITS - CLIN FAC RETIREES** – Effective 7/1/97. All benefits associated with account **5009 - CLIN FAC SALARIES-RETIREES**.
- 5115 FRINGE BFTS-FAC COMMUTATION FRAC** -- All benefits associated with account **5015 FACULTY COMMUTATION FRACTION**.
- 5116 FRINGE BFTS - FAC COMM FRAC - NON CLIN** – Effective 7/1/97. All benefits associated with account **5016 FAC COMM FRACTION - NON CLIN DEPTS**.

- 5122 FRINGE BENEFITS-FACULTY VA** -- All benefits associated with account **5022 FACULTY VA SALARIES**.
- 5135 FRINGE BFTS-GRD/UNGRD ASSTSHP-TEACH** -- All benefits associated with account **5035 GRAD/UNDERGRAD ASSTSHIPS-TEACHING**.
- 5145 FRINGE BFTS-GRD/UNGRD ASSTSHP-RSRCH** -- All benefits associated with account **5045 GRAD/UNDERGRAD ASSTSHIPS-RESEARCH**.
- 5155 FRINGE BENEFITS-FELLOW ASSOCIATES** -- All benefits associated with account **5055 FELLOW ASSOCIATES**.
(May be used with Function 80 -- Scholarships and Fellowships)
- 5160 HOUSE STAFF FELLOWS - FRINGE BENEFITS** -- All benefits associated with account **5060 -- HOUSE STAFF FELLOWS - SALARIES**.
(May be used with Function 80 -- Scholarships and Fellowships)
- 5175 FRINGE BENEFITS-POST-DOC ASSOCIATES** -- All benefits associated with account **5075 POST-DOCTORAL ASSOCIATES**.
- 5176 FRINGE BENEFITS - CLIN FAC POST-DOC** -- Effective 7/1/97. All benefits associated with **5076 CLIN FAC POST-DOCTORAL ASSOCIATES**.
- 5177 FRINGE BENEFITS - TEMP POST-DOC ASSOC** -- Effective 7/1/97. All benefits associated with **5077 TEMP POST-DOCTORAL ASSOCIATES**.
- 5180 FRINGE-FACULTY SICK LEAVE BENEFITS** -- All benefits associated with account **5080 FACULTY SICK LEAVE BENEFITS**.
- 5181 FRINGE-FACULTY COMMUTATION SICK PAY** -- Effective through 6/30/97. All benefits associated with account **5081 FACULTY COMMUTATION SICK PAY**.
- 5182 FRINGE-POSTDOCTORAL SICK PAY** -- Effective through 6/30/97. All benefits associated with account **5082 POSTDOCTORAL SICK PAY**.
- 5185 FRINGE BENEFITS - FACULTY VACATION** -- All benefits associated with account **5085 FACULTY VACATION BENEFITS**.
- 5186 FRINGE BENEFITS - FAC COMM/FRACT VAC** -- Effective through 6/30/97. All benefits associated with account **5086 FAC COMM/FRACTION VACATION BENEFITS**.
- 5187 FRINGE BENEFITS - POSTDOCTORAL VACATION PAY** -- Effective through 6/30/97. All benefits associated with **5087 POST DOCTORAL VACATION PAY**.
- 5190 FRINGE BFTS-FAC ERLY INCENT RETIRE** -- Benefit package paid by the University of Iowa or a cash settlement agreed upon by the employee and the University of Iowa based upon an approved Early Incentive Agreement.
- 5202 P & S SALARIES - REGULAR** --Regular time and undertime and Rank Code PZ0298 paid on a monthly basis.
- 5203 P & S SALARIES - TEMPORARY** -- Professional Staff appointment type "T".

- 5204 HOUSE STAFF SALARIES** -- Rank codes PZ11-PZ19.
- 5220 P & S SALARIES - EXTRA COMPENSATION** -- Pay for extra work to Professional Staff in addition to budgeted salary.
- 5250 P & S SALARIES - STANDBY PAY** -- Standby pay to Professional Staff (A percentage of the regular hourly rate is paid to employees when they are on call).
- 5260 P & S SALARIES - OTHER** -- Holiday, Callback and Comp time paid to Professional Staff.
- 5280 P&S SICK LEAVE BENEFITS** -- The total salary and fringe paid out for sick leave at retirement currently set at a maximum of \$2000 per employee.
- 5285 P&S VACATION BENEFITS** -- Termination pay and monthly accruals.
- 5302 FRINGE BENEFITS-P&S(REGULAR)** -- All benefits associated with accounts 5201 through 5285 (excluding 5260).
- 5303 FRINGE BENEFITS - TEMPORARY P&S** -- All benefits associated with account **5203 P&S SALARIES - TEMPORARY**.
- 5304 FRINGE BENEFITS - HOUSE STAFF** -- All benefits associated with account **5204 HOUSE STAFF SALARIES**.
- 5306 FRINGE BENEFITS - P&S GRP INS DIV** -- Distribution of earnings on Group Insurance.
- 5320 FRINGE BENEFITS- P&S(OTHER)** -- All benefits associated with account **5260 P & S SALARIES - OTHER**.
- 5380 FRINGE BENEFITS-P&S SICK LEAVE** -- All benefits associated with account **5280 P&S SICK LEAVE BENEFITS**.
- 5385 FRINGE BENEFITS-P&S VACATION** -- All benefits associated with account **5285 P&S VACATION BENEFITS**.
- 5390 FRINGE BFTS-P&S EARLY INCENT RETIRE** -- Benefit package paid by the University of Iowa or a cash settlement agreed upon by the employee and the University of Iowa based upon an approved Early Incentive Agreement.
- 5402 GEN SERV STAFF BASE PAY - REGULAR** -- Merit Staff regular, undertime and special assignment payments.
- 5403 GEN SERV STAFF BASEPAY-TEMPORARY** -- General Service Staff appointment type "T".
- 5420 GEN SERV STF OT & CALLBACK PAY-REG** -- Payment to employee at regular hourly rate for O.T. and callback pay.
- 5425 GEN SRV STF OT & CALLBACK PAY-PREM** -- Payment to employee at half of regular hourly rate for O.T. and callback pay.

- 5450 GENERAL SERVICE STAFF STANDBY PAY** -- Payment at 10% of the regular hourly rate when on call.
- 5460 GENERAL SERV STAFF SALARIES -OTHER** -- Holiday pay, comp time, holiday comp time, and shift differential.
- 5480 GEN SRV STF SICK LEAVE BENEFITS** -- Includes both sick leave payout at retirement (maximum of \$2000) and monthly accruals.
- 5485 GEN SRV STF VACATION BENEFITS** -- Includes termination pay and monthly accruals.
- 5502 FRINGE BENEFITS-GEN SVCS (REGULAR)** -- All benefits associated with accounts 5401 through 5485 (except 5460).
- 5503 FRINGE BENEFITS-GEN SVCS TEMPORARY** -- All benefits associated with account **5403 GEN SERV STAFF BASE PAY - TEMPORARY**.
- 5506 FRINGE BENEFITS-GEN SVCS-GRP INS DI** -- Distribution of Earnings on Group Insurance.
- 5520 FRINGE BENEFITS-GEN SVCS (OTHER)** -- All benefits associated with **5460 GENERAL SERV STAFF SALARIES -OTHER**.
- 5580 FRINGE BENEFITS-GEN SRV STF SICK** -- All benefits associated with **5480 GEN SRV STF SICK LEAVE BENEFITS**.
- 5585 FRINGE BENEFITS-GEN SRV STF VAC** -- All benefits associated with **5485 GEN SRV STF VACATION BENEFITS**.
- 5590 FR BFT-GEN SRV STF ERL INCENT RTIRE** -- The total salary and fringe paid out for sick leave at retirement currently set at a maximum of \$2000 per employee.
- 5610 FELLOWSHIPS/STUDENT** -- Rank codes F_5200 except tuition type payments for degree candidates including off-campus room and board for athletics only.
(Must be used only with Function 80 -- Scholarships and Fellowships)
- 5620 FELLOWSHIPS/NON-STUDENT** -- Rank codes F_5200 except for tuition type payments for post-doctoral fellows.
(Must be used only with Function 80 -- Scholarships and Fellowships)
- 5710 FRINGE BENEFITS-FELLOW/STUDENT** -- All benefits associated with **5610 FELLOWSHIPS/STUDENT**.
(Must be used only with Function 80 -- Scholarships and Fellowships)
- 5720 FRINGE BENEFITS-FELLOW/NON-STUDENT** -- All benefits associated with **5620 FELLOWSHIPS/NON-STUDENT**.
(Must be used only with Function 80 -- Scholarships and Fellowships)
- 5798 FRINGE BENEFITS-RETIREEES** - All benefits associated with retired employees.

- 5799 FRINGE BENEFITS-OUTSIDE AGENCIES** -- All benefits associated with employees of outside agencies (i.e. Credit Union, UI Foundation).
- 5905 WAGES:NON-STDT/FACULTY** -- Hourly appointments paid to Faculty on a biweekly basis.
- 5910 WAGES:NON-STDT/PROF REGULAR** -- All hourly appointments paid to P&S on a biweekly basis at the regular hourly rate. Includes Rank Code PZ0298.
- 5915 WAGES:NON-STDT/PROF EXTRA COMP.** -- Health Care professionals only for all hourly appointments paid to P&S on a biweekly basis for extra compensation.
- 5920 WAGES:NON-STDT/PROF OTHER** -- Wages and shift differential for other than those specified in accounts **5910 WAGE:NON-STDT/PROF REG** and **5915 WAGE:NON-STDT/PROF EXTRA COMP.**
- 5925 WAGES:NON-STDT/MERIT REGULAR** -- Hourly appointments paid to Merit on a biweekly basis at the regular hourly rate.
- 5930 WAGES:NON-STDT/MERIT OVERTIME** -- Hourly appointments paid to Merit on a biweekly basis for Overtime.
- 5935 WAGES:NON-STDT/MERIT OTHER** -- Wages and shift differential other than those specified in accounts **5925 WAGE:NON-STDT/MERIT REG** and **5930 WAGE:NON-STDT/MERIT OVERTIME.**
- 5940 WAGES:STUDENT/REGULAR** -- Student wages (regular time and shift differential) not covered under **5945 WAGES:STUDENT/CWSP.**
- 5941 WAGES:STUDENT/REGULAR/OVERTIME** -- Overtime student wages and shift differential not covered under **5946 WAGES:STUDENT/CWSP/OVERTIME.**
- 5945 WAGES:STUDENT/CWSP** -- Student wages (regular time and shift differential) specifically covered under College Work-Study Program.
- 5946 WAGES:STUDENT/CWSP/OVERTIME** -- Overtime student wages specifically covered under **5945 WAGES:STUDENT/CWSP.**
- 5955 FRINGE BENEFITS-WAGES:NON-STDT/FAC** -- Benefits associated with account **5905 WAGES:NON-STDT/FACULTY.**
- 5960 FRINGE BENEFITS-WAGES:NON-STDT/PROF** -- Benefits associated with accounts **5910** through **5920.**
- 5965 FRINGE BENEFIT-WAGES:NON-STDT/MERIT** -- Benefits associated with accounts **5925** through **5935.**
- 5970 FRINGE BENEFITS-WAGES:STDT/REGULAR** -- Benefits associated with account **5940 WAGES:STUDENT/REGULAR.**
- 5975 FRINGE BENEFITS-WAGES:STDT/CWSP** -- Benefits associated with account **5945 WAGES:STUDENT/CWSP.**

- 5979 AWARDS - FRINGE BENEFITS** – Effective 7/1/97. All benefits associated with **5997 - AWARDS**.
- 5980 MOVING** -- Moving expenses reimbursed to employees.
- 5981 DISLOC COSTS EMP/HOUSING ALLOW STDT** -- Housing expenses to students for clinical rotation and certain other pre-approved relocation costs reimbursed to employees.
- 5982 PROFESSIONAL AND NON-MEDICAL SERV** -- Payments to individuals for non-medical professional services.
- 5983 FRINGE BENEFITS - PROF & NONMED SRVCS** -- Benefits associated with **5982 -- PROFESSIONAL AND NON-MEDICAL SERV**.
- 5984 CONSULTANT SERVICES** -- Payments to individuals for consultant fees.
- 5985 FRINGE BENEFITS - CONSULTANT SERVICES** -- Benefits associated with **5984 -- CONSULTANT SERVICES**.
- 5986 MEDICAL & DENTAL SERVICES** -- Payments to individuals (i.e. physicians, dentists and dietitians) providing health care to patients.
- 5987 FRINGE BENEFITS - MED & DENTAL SRVCS** -- Benefits associated with **5986 -- MEDICAL & DENTAL SERVICES**.
- 5988 RESEARCH PARTICIPA: PATIENT/SUBJECT** -- Payments to individuals for being a Research Subject and participating in a study (including Blood Donors).
- 5989 NON-EMPLOYMENT COMPENSATION** -- IWP (Writer's Workshop) "Scholarship/Per Diem/Stipend", payments to Upward Bound Students and any workshop participant.
- 5990 ROYALTIES** -- Royalties paid to individuals.
- 5991 RENTALS PAID TO INDIVIDUALS** -- Rental and non-capitalized lease payments made to individuals for use of property.
- 5992 FRINGE BENEFITS - RES. PARTICIPANT** -- All benefits associated with **5988 -- RESEARCH PARTICIPA: PATIENT/SUBJECT**.
- 5995 SELF-FUNDED EMPLOYEE HEALTH BENEFIT** -- Patient services provided to UIHC House Staff and other University of Iowa employees according to established policies.
- 5997 AWARDS** -- Awards paid.
- 5999 SALARY OVERPAYMENTS** -- Net overpayment due the institution. A net repayment amount is computed from the gross overpayment and posted until repaid.

EXHIBIT 2

**Correspondence between
University of Iowa
and
Department of Health & Human Services
concerning
Faculty/Staff Effort Reporting System**

The University of Iowa

Iowa City, Iowa 52242

Office of the Vice-President for
Educational Development & Research
Division of Sponsored Programs
100 Gilmore Hall

(319) 353-3350



February 16, 1983

Mr. Donald Greene
Director, Division of Audit Resolution
Office of Procurement Assistance
and Logistics
Department of Health and Human Services
Room 535-H2, Humphrey Building
200 Independence Avenue, S.W.
Washington, D.C. 20201

Dear Mr. Greene:

As a follow up to our discussion on February 3 with you, Ed Mattotte, Hal Greenberg, Mike Smith of Peat Marwick and Mitchell, Leonard Brcka and myself, I am sending a revised request to modify our Personnel Activity Report system along the lines outlined to you in our January 7 letter.

Once again for your ease in reviewing the approved system (Exhibit II) and the changes proposed (Exhibit I) are attached. The changes are highlighted in yellow and involve only pages I-1 and III-1. The pages have been redated 2/15/83. The proposal involves the following points which were agreed upon in principle in our February 3 discussion:

(1) Quarterly rather than monthly reports for merit staff charged directly or indirectly to grants (now monthly).

(2) Annual reports from faculty and professional staff not charged directly or indirectly to grants (now semi-annual). The latter would occur in departments with no material indirect costs chargeable to department administration and allocable to sponsored programs. With regard to the exclusion of those who might have indirect cost charges, the exclusion will be determined on a department by department basis rather than by individual to avoid confusion in large departments with considerable grant activity.

(3) Reporting period for six months for faculty and professional staff (now 2 periods in each six month report for 9 month faculty). This is a request for a deviation from A-21 and is considered a pilot program. We estimate the number of faculty affected to be 475 out of 1200, but of the 475 only 130 are contributing effort to a grant or contract.

(4) Only graduate student effort charged directly to grants will be reported. Casual hourly work in an unrelated service department will not be included for these students. Less than 50 students directly charged to grants also draw some pay from casual work.

We appreciate your careful review and are hopeful that we may soon receive clearance to proceed with this slightly modified system. Paperwork burden would be reduced by one third if these changes are implemented.

As we indicated to you our system was in operation in 1980. Many audits and self studies have been conducted since that time including one now being finalized with Peat Marwick and the State auditors. Early indications are that no problems have been found with this system. Because of this, the University of Iowa is in a good position to request modifications which will reduce the heavy costs and yet maintain the accountability system sought by the federal government.

Sincerely yours,

Margery E. Hoppin
Director of Sponsored Programs

L. R. Brcka
Controller and Univ. Secretary

c.c. Dean Moll
D.C. Priestestersbach
Randall Bezanson
Casey Mahon ✓



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Washington, D.C. 20201

JUN 17 1983

Ms. Margery E. Hoppin
Director of Sponsored Programs
The University of Iowa
Iowa City, Iowa 52242

Dear Ms. Hoppin:

The purpose of this letter is to advise you that our Office has reviewed the labor distribution and effort reporting system as proposed by you in your letter dated February 16, 1983. One item of the proposed system is a deviation from the Office of Management and Budget (OMB) Circular A-21 revised August 3, 1982. This item is in the area of frequency of reporting for faculty and professional staff.

Your system proposes a reporting period for six months for faculty and professional staff (now 2 periods in each six month report for 9 month faculty). The estimate of the number of faculty affected is to be 475 out of 1200, but of the 475 only 130 are contributing effort to a grant or contract.

The revised OMB Circular A-21, J.6.c.2.(e) states "for professorial and professional staff, the report will be prepared each academic term, but no less frequently than every six months. The point above proposes a reporting period of six months, which does not coincide with University of Iowa's academic terms. In consideration of the deviation noted, this Office is granting only a "conditional approval" of your labor distribution system. A final approval will be contingent upon a follow-up review to evaluate the effectiveness of compliance with the proposed policies. The follow-up review will be conducted by a representative of this Department. You will be given notice prior to the scheduling of the review. If you have any questions, please contact Edward Mattote at (202) 755-7613.

Sincerely yours,

Donald V. Greene
Director, Division of Audit Resolution
Office of Procurement and Assistance
Financial Management
Office of Procurement, Assistance and
Logistics

Exhibit 2 - 4

OFFICE OF THE VP FOR
EDUCATIONAL DEVEL. & RSCH.

JUN 20 1983

DIV. OF SPONSORED PROGRAMS

EXHIBIT 3

As of July 1, 1997 the University budgets and expenses fringe benefits as a percentage of actual salary costs.

Background

A committee representing a cross section of University administrators was appointed in the latter part of 1995 to study the issues related to the previous method of accounting for fringe benefits and to develop a more simplified process for its \$130 million/year in fringe benefits costs. The use of fringe benefit rates rather than actual fringe benefit costs has been accepted by the Federal government and widely used by universities for many years. A committee survey revealed that seven Big Ten universities currently utilize fringe benefit rates. Consequently, the committee made a decision to study the feasibility of establishing a series of fringe benefit rates through a comprehensive analysis of data accumulated over a period of three fiscal years.

While the committee's primary purpose was to develop a more simplified method of accounting for fringe benefits, there were other concerns addressed during the process of analyzing the data. One of the more significant concerns addressed was the determination of the appropriate number of rate groups. This concern emerged both prior to and during the analysis and review of the data by the committee and was impacted by differences in the employee mix across organizational unit boundaries. Faculty and staff concern over the equity in the payment of early retirement benefits and terminal vacation accrual was resolved by the committee's decision to include early retirement benefits, terminal vacation pay and sick leave payout at retirement in the fringe benefits rates.

In October, 1996, the committee made formal presentations of the proposed change in accounting for fringe benefits to the President and Vice Presidents and to a campus wide meeting of financial officers. In addition, a memorandum was sent to the Deans and Major Unit Directors informing them of the proposed new methodology and of the campus wide meeting with the financial officers. The financial officers were given their subset of financial data to analyze for comment at a subsequent meeting scheduled in November. Other meetings or conversations were held to address questions raised by financial officers. The feedback was overwhelmingly supportive of the proposed change.

Methodology

Under the new methodology fringe benefits are budgeted and expensed as a percentage of actual salary costs. Eight categories have been created with a specific fringe rate assigned to each category. Each salary Institutional Account (5000 - 5799) is assigned to one of the eight categories. Benefits associated with wage Institutional Accounts (5900 - 5999) will continue to be expensed as the actual costs. Rates will be reviewed annually and adjusted based upon experience and future benefit projections at the beginning of the annual budget cycle.

The Payroll department continues to create and pay the salary portion as they have in the past. Pool rate fringe benefits are calculated using the applicable pool rate with the actual salary. This pool rate fringe benefit is charged along with the salary portion, to the appropriate departmental account.

The Payroll department continues to create the actual fringe benefit portion, but this actual amount is now charged to a central control account.

Fringe Benefits Included in Calculation of Pool Rates

Retirement Annuities
FICA
Flex Credits
Health Insurance
Workers Compensation
Life Insurance
Waiver of Premium Insurance
Dental Insurance
IPERS
Disability Insurance
Unemployment Insurance
Vacation payout at time of termination from the University
Sick Leave payout at retirement - maximum \$2,000
Early Incentive Retirement benefits & lump sum payments

Fringe Benefit Pool Rates

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	20.40%
Non-Clinical Faculty	22.36%
Professional & Scientific	28.79%
Merit	33.19%
House Staff	8.55%
Graduate Assistants	8.25%
Fellowships	6.94%
Temporary & Extra Compensation	9.15%

Fringe Benefit Pool Definitions

Clinical Faculty

The following rank codes: F_11, F_12, F_13, F_14, F_15, F_16, F_17, PM__, PF__.

Permanent Status (Appointment type 'P' in payroll system)
Eligible for all fringe benefits
Search done through Affirmative Action

Clinical Departments - 2280, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275

Non-Clinical Faculty

The following rank codes F_11, F_12, F_13, F_14, F_15, F_16, F_17, PF__, PM__.

Permanent Status (Appointment type 'P' in payroll system)
Eligible for all fringe benefits
Search done through Affirmative Action

Non-Clinical Departments (all departments not included in Clinical Faculty)

Professional & Scientific

All P&S rank codes - P____, except for PZ rank codes that apply to House Staff, PM, and PF Rank Codes.

Permanent Status (Appointment type 'P' in payroll system)
Eligible for all fringe benefits
Search done through Affirmative Action

Merit Staff

All Merit Rank Codes - G____

Permanent Status (Appointment type 'P' in payroll system)
Eligible for all fringe benefits
Hired through Regents Merit System Guidelines

House Staff

The following rank codes: PZ10, PZ11, PZ12, PZ13, PZ14, PZ15, PZ18, PZ25, PZ26.

Graduate Assistants

The following rank codes: F_18, F_19.

Fellowships

The following rank code: F_52, excluding FT52

Temporary - Faculty, Professional & Scientific, Merit

All rank codes included in Faculty, Non-Clinical Faculty, P&S, and Merit categories listed above including PZ rank codes that are not House Staff ranks.

Temporary Status (Appointment Type 'T' or 'R' in payroll system)
Hired without a search or not through the Regent Merit System Guidelines

Extra Compensation, Standby Pay, Overtime and Callback Pay

Fringe Benefit Pool Institutional Accounts

<i>Rate Group Description</i>	<i>Inst Accts</i>
Clinical Faculty	5004, 5009, 5015, 5022, 5076, 5104, 5109, 5115, 5122, 5176
Non-Clinical Faculty	5002, 5005, 5016, 5075, 5102, 5105, 5116, 5175
Professional & Scientific	5202, 5302
Merit Staff	5402, 5502
House Staff	5204, 5304

Graduate Assistants	5035, 5045, 5135, 5145
Fellowships	5610, 5620, 5710, 5720 5003, 5055, 5060, 5077, 5103, 5155,
Temporary & Extra Compensation	5160, 5177, 5203, 5220, 5250, 5260,
Faculty, P&S, Merit	5303, 5320, 5403, 5420, 5425, 5450, 5460, 5503, 5520

Salary & Fringe Institutional Account Table & Fringe Benefit Pools

Salary Institutional Account Code	Fringe Institutional Account	Institutional Account Description	Fringe Pool Rate Group Category
5002	5102	NON-CLINICAL FACULTY (Permanent)	Non-Clinical Faculty
5003	5103	FACULTY (Temporary)	Temporary & Extra Comp
5004	5104	CLINICAL FACULTY (Permanent)	Clinical Faculty
5005	5105	NON-CLINICAL FACULTY (Retirees)	Non-Clinical Faculty
5009	5109	CLINICAL FACULTY (Retirees)	Clinical Faculty
5015	5115	CLINICAL FACULTY COMMUTATION FRACTION	Clinical Faculty
5016	5116	NON-CLINICAL FACULTY COMMUTATION FRACTION	Non-Clinical Faculty
5022	5122	FACULTY VA SALARIES	Clinical Faculty
5035	5135	GRAD/UNDERGRAD ASSTSHIPS-TEACHING	Graduate Assistant
5045	5145	GRAD/UNDERGRAD ASSTSHIPS-RESEARCH	Graduate Assistant
5055	5155	FELLOW ASSOCIATES	Temporary & Extra Comp
5060	5160	HOUSE STAFF FELLOWS	Temporary & Extra Comp
5075	5175	NON-CLINICAL POST-DOCTORAL ASSOCIATES (Permanent)	Non-Clinical Faculty

Salary & Fringe Institutional Account Table & Fringe Benefit Pools (Cont'd)

Salary Institutional Account Code	Fringe Institutional Account	Institutional Account Description	Fringe Pool Rate Group Category
5076	5176	CLINICAL POST-DOCTORAL ASSOCIATES (Permanent)	Clinical Faculty
5077	5177	POST-DOCTORAL ASSOCIATES	Temporary & Extra Comp
5202	5302	P & S SALARIES - REGULAR (Permanent)	Professional & Scientific
5203	5303	P & S SALARIES - (Temporary)	Temporary & Extra Comp
5204	5304	HOUSE STAFF SALARIES	House Staff
5220	5320	P & S SALARIES - EXTRA COMPENSATION	Temporary & Extra Comp
5250	5320	P & S SALARIES - STANDBY PAY	Temporary & Extra Comp
5260	5320	P & S SALARIES - OTHER	Temporary & Extra Comp
5402	5502	GEN SERV STAFF BASE PAY - REGULAR (Permanent)	Merit
5403	5503	GEN SERV STAFF BASE PAY - (Temporary)	Temporary & Extra Comp
5420	5520	GEN SERV STF OT & CALLBACK PAY-REGULAR	Temporary & Extra Comp
5425	5520	GEN SRV STF OT & CALLBACK PAY-PREMIUM	Temporary & Extra Comp
5450	5520	GENERAL SERVICE STAFF STANDBY PAY	Temporary & Extra Comp
5460	5520	GENERAL SERV STAFF SALARIES -OTHER	Temporary & Extra Comp
5610	5620	FELLOWSHIPS/STUDENT	Fellowships
5620	5720	FELLOWSHIPS/NON-STUDENT	Fellowships

Salary & Fringe Institutional Account Table & Fringe Benefit Pools (Cont'd)

Salary Institutional Account Code	Fringe Institutional Account	Institutional Account Description	Fringe Pool Rate Group Category
5660	5760	FELLOWSHIPS/NO UI CONTRIBUTION	Actual Benefits Expensed
5905	5955	WAGES:NON-STU/FACULTY	Actual Benefits Expensed
5910	5960	WAGES:NON-STU/P&S-REGULAR	Actual Benefits Expensed
5915	5960	WAGES:NON-STU/P&S-OVERTIME	Actual Benefits Expensed
5920	5960	WAGES:NON-STU/P&S-SHIFT	Actual Benefits Expensed
5925	5965	WAGES:NON-STU/GSS-REGULAR	Actual Benefits Expensed
5930	5965	WAGES:NON-STU/GSS-OVERTIME	Actual Benefits Expensed
5935	5965	WAGES:NON-STU/GSS-SHIFT	Actual Benefits Expensed
5940	5970	WAGES:STU/REGULAR	Actual Benefits Expensed
5941	5970	WAGES:STU/OVERTIME	Actual Benefits Expensed
5945	5975	WAGES:STU/CWS-REGULAR	Actual Benefits Expensed
5946	5975	WAGES:STU/CWS-OVERTIME	Actual Benefits Expensed
5982	5983	PROFESSIONAL/NON-MED SVC	Actual Benefits Expensed
5984	5985	CONSULTANT SERVICES	Actual Benefits Expensed
5986	5987	MEDICAL SERVICES	Actual Benefits Expensed

Salary & Fringe Institutional Account Table & Fringe Benefit Pools (Cont'd)

Salary Institutional Account Code	Fringe Institutional Account	Institutional Account Description	Fringe Pool Rate Group Category
5988	5992	RESEARCH SUBJECT	Actual Benefits Expensed
5997	5102	FACULTY AWARDS	Actual Benefits Expensed
6340	5710	FELLOWSHIPS:STU	Actual Benefits Expensed