HARTFORD HOSPITAL
RESEARCH POLICIES AND PROCEDURES
OVERHEAD

Purpose: To ensure the accurate and consistent management of overhead dollars associated with externally funded research projects at Hartford Hospital.

Scope: This policy applies to all research projects at Hartford Hospital that involve funding from external sources.

Definitions: Consortium: Refers to project-specific expenses to other entities, such as other hospitals, universities, or private companies, which are conducting one or more components of the project on a subcontracting basis.

Policy: All externally funded research projects will be charged overhead at the appropriate rate as outline in the following procedure.

Procedure: All externally funded research projects to be conducted at Hartford Hospital must be reviewed and approved through Research Administration prior to implementation at the hospital. A complete and accurate budget for the project must be included in this submission, and the budget must include project-associated overhead at the appropriate rate.

Types of Overhead Rates

Federal
Applies to all federal, and state funded research projects, unless otherwise specified. This rate is applied in accordance with the hospital’s current federally negotiated rate agreement with the Department of Health and Human Services. Overhead applies to all direct cost items except: consortium costs, equipment with a value of $500 or more per item, patient care costs, and renovations. Consortium overhead associated with the project is calculated at the consortium institution’s rate and are not included in the direct costs of the budget.

Standard
Applies to all externally funded research not subject to the federal rate. Overhead applies to all direct cost items except: IRB review fees, IRB submission fees, and consortium costs. Overhead for equipment is applied to the first $2,500 of direct cost per item. Consortium overhead associated with the project is calculated at the consortium institution’s rate and are not included in the direct costs of the budget.

Reduced
Reduced overhead rates are only allowed by special exception. Exceptions to these rates must be reviewed and approved on a case-by-case basis by the Vice President of Research. This requires written explanation from the funding source that indicates its maximum overhead rate is below the hospital’s standard rate.