

Memorandum

To: University Research Community

From: Roberto M. Gutierrez, Director of Pre-Award
Division of Research

Aida Reus, Director of Post Award
Division of Research

Subj.: Purchase of General Purpose Software on Sponsored Projects

Date: January 14, 2014

As a recipient of federal funds, the university is required to adopt costing policies that are in conformance with federal rules and regulations. The University's cost accounting practices are declared via the required filing of its Disclosure Statement (Form DS-2) to the audit agency of the US Department of Health and Human Services which defines costs that can be directly charged to sponsored projects as being allowable, allocable, reasonable, and consistently applied.

Additional applicable federal guidance regarding the direct charging of costs to sponsored projects is provided by OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule” – released on December 26, 2014 (2 CFR Chapter I, Chapter II, Part 200, et al. which replaces and combines guidance from OMB Circular A-21, as well as Circular A-110) and other sponsor specific guidance. In general the guidance provided by the federal government indicates that general purpose software is not an allowable direct cost on sponsored projects given that general purpose computing support is considered to be an administrative cost covered by F&A reimbursement.

In some specific and unique cases the use of software specifically required for individual research projects can be justified as directly benefitting those awards. In those specific and unique situations, the purchase of software can be an allowable direct charge to federally funded projects when the conduct of the research requires that software to complete the aims of the project and is for exclusive use on said project, e.g., the software is needed for a piece of equipment and is required for collection or analysis of data for the project or the software is specifically needed to record data while in the field, such as an remote site. In such situations, the software must be used exclusively for the project. The use of software for non-sponsored project activities or for use outside of the lab or office where the research is conducted (except for field work) is likely to raise the question of allowability during an audit.

In an effort to provide guidance to the university research community the following list of general purpose software attached as Exhibit A should not be purchased from federally sponsored projects.

DIVISION OF RESEARCH—DIRECTOR OF PRE-AWARD

Modesto Maidique Campus · MARC 430 · Miami, FL 33199 · Tel 305-348-2494 · Fax 305-348-4117 · www.fiu.edu

The software in Exhibit B, with justification, can be purchased from federally sponsored projects if such software is required to complete the aims of the project and will be used exclusively on said project.

If a specific software is going to be used across multiple sponsored projects, then the purchase of the software should be split across the various projects.

Please note that if the needed software was not specifically mentioned in the proposal budget justification and is not referenced in the above list as an allowable item on a federal grant then a Direct Charge Exemption Form (DCEF) will need to be submitted to your Post Award representative for review before proceeding with the purchase of said software.

Whenever possible software purchases should be coordinated with University Technology Services.

This memo will be discussed further at our upcoming Division of Research Quarterly Research Administrator's Meeting (GRAM) to be held on Tuesday, January 28th from 10:00 am – 12:00 pm in the MARC Pavilion. If interested in attending please RSVP by visiting https://fiu.qualtrics.com/SE/?SID=SV_ebWCMDxgTGa0Sd7.

If you have any questions about the budgeting of computers at proposal stage or throughout the life of the project then please contact your Division of Research Pre-Award or Post Award representative (<http://research.fiu.edu/dor/pages/staff-directory.html>) at 305-348-2494 for further assistance.

Exhibit A - General Purpose Software

ADOBE	APPLE	MICROSOFT - Continued	MICROSOFT - Continued
InDesign	Mac OS X 10.6 Upgrade (Snow Leopard)	Windows 7 Home Premium OEM (DVD, 32bit ONLY)	SharePoint Server 2010 Internet Sites Standard
Photoshop Extended	Mac OS X Lion	Windows 7 Home Premium OEM (DVD, 64bit ONLY)	SharePoint Server 2010 Internet Sites Enterprise
Photoshop	MCAFFEE ANTIVIRUS	Windows 7 Ultimate FULL (DVD, 32 and 64bit)	SharePoint Server 2010 Standard/Enterprise
Illustrator		Windows 7 Ultimate FULL (DVD, 32 and 64bit)	SharePoint Server 2010 Standard/Enterprise
Acrobat XI Pro	VirusScan 8.8 for Windows	Windows 7 Ultimate OEM (DVD, 32bit ONLY)	SQL Server 2008 R2 Standard 1 Processor License (x64 only)
Flash Professional	VirusScan 9 for Mac	Windows 7 Ultimate OEM (DVD, 64bit ONLY)	SQL Server 2008 R2 Enterprise 1 Processor License (x64 only)
Dreamweaver	REFWORKS	Windows 7 Ultimate Upgrade (DVD, 32 and 64bit)	Windows Server Standard 2008 R2 (x64 only)
Fireworks		Windows Vista Business Upgrade with SP1 (DVD, 32 and 64bit)	Windows Server Enterprise 2008 R2 (x64 only)
Contribute	REFWORKS 2.0	Windows Vista Enterprise Upgrade with SP1 (DVD, 32 and 64bit)	Windows Terminal Server CAL
After Effects	MICROSOFT	Windows Vista Ultimate Upgrade with SP1 (DVD, 32 and 64bit)	Enterprise Applications
Premiere Pro		Project Standard 2010	Windows Server Standard Edition (32 or x64)
Soundbooth	Office 2013 Pro Plus (Word, Excel, Access, Outlook, PowerPoint, Publisher, OneNote, Lync)	Project Professional 2010 with 1 Project Server CAL	Windows Server Enterprise Edition (32 or x64)
OnLocation	Office 2010 Pro Plus (Word, Excel, Access, Outlook, Powerpoint, Publisher, OneNote)	Visio Standard 2010	Windows Server Datacenter Edition (32 or x64) (per processor)
Encore	Office 2011 for Macintosh (Word, Excel, Entourage, Powerpoint)	Visio Professional 2010	Office Communicator Server Enterprise Edition
Bridge	Expression Web 3.0	Visio Premium 2010	Identity Lifecycle Manager Server
Device Central	Expression Studio 3.0	Visual Studio Pro 2010	Identity Lifecycle Manager - External Connector
Dynamic Link	Windows 8 Enterprise Upgrade (DVD, 32 or 64bit)	Visual Studio Premium 2010	Exchange Server Standard 2010 (x64 only)
Version Cue	Windows 7 Enterprise Upgrade (DVD, 32 or 64bit)	Exchange Server Enterprise 2010 (x64 only)	VMWare
Captivate	Windows 7 Home Premium FULL (DVD, 32 or 64bit)	Project Server 2010	VMware Fusion
Restrospect	Digital River		
Restrospect 9 for Windows	Element 5		
Restrospect 11 for Mac			

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Exhibit B - Project Specific with Justification

AUTODESK

Autodesk Design Institute

IBM SPSS

Products
SPSS 20 - Statistics Desktop with Amos (Windows Only) & Mac
Statistics Base - Advanced Statistics - Regression - Custom Tables - Missing Values - Forecasting - Categories - IBM® SPSS® Amos
SPSS 21 - Statistics Desktop with Amos (Windows Only) & Mac
Offers more advanced and comprehensive analytical capabilities, and includes:
Statistics Base - Advanced Statistics - Regression - Custom Tables - Data Preparation - Missing Values - Forecasting - Decision Trees - Direct Marketing - Complex Samples – Conjoint - Neural Networks - Bootstrapping - Categories - Exact Tests - IBM® SPSS® Amos

S-PLUS BY TIBCO, INC

Products
S+ 8.2 for Windows

MATLAB BY MATHWORKS, INC

Products
Matlab R2010a for Windows
Matlab R2010a for Mac and Linux

GraphPad Software

Products
GraphPad Prism
GraphPad InStat
GraphPad StatMate
GraphPad QuickCalcs

MATHEMATICA BY WOLFRAM RESEARCH, INC

Products
Mathematica 9.0.1 for Windows, Mac and Linux (DVD, 32 and 64bit)

MINITAB

Products
Minitab 16.0 for Windows

SAS

Products
JMP by SAS
SAS 9.3 for Windows
SAS 9.2 for Windows

CHEM DRAW

Products
CHEM DRAW

ATLAS TI

Products
ATLAS TI

NVIVO 10

Products
NVIVO 10