

## **CALTECH OFFICE OF SPONSORED RESEARCH MINIMUM OVERHEAD REVIEW AND APPROVAL (MORA) PROCESS**

The Institute has established a minimum overhead rate of 15% on Total Costs for all non-federal awards.

Since many non-federal sponsors have policies that do not allow for the recovery of OH equal to or exceeding the minimum required, the Provost's Office and the Office of Sponsored Research (OSR) have developed a process for the review of proposals to those sponsors. If the non-federal sponsor policy allows overhead recovery equal to or greater than 15% Total Costs (TC), the proposal does not need to be reviewed under this process. Awards from for-profit sponsors generally will be charged the full federal overhead rate.

The Minimum Overhead Review and Approval (MORA) form (available on the OSR website) is used to pre-identify the source(s) the PI will use to fulfill the minimum overhead requirement that cannot be collected from the sponsor. The source(s) are identified when the proposal is submitted so that any resulting award will not be delayed.

The MORA should be completed and processed when the DAF and proposal package are processed. The information on the form will be used by OSR when the PTA is activated. Contact Stacey Scoville (x6320) in the Provost's Office via email (copy OSR), as soon as you know that you are submitting a proposal to a sponsor that does not provide Minimum Overhead. She can answer questions about the approval process.

OSR can answer questions related to sponsor policy or guidelines.

**TOTAL BUDGET REQUESTED:** This should be the total amount to be proposed to the sponsor.

**15% TC Minimum OH Required by Caltech:** This is calculated at 15% of TC of the project budget.

In 1 a.-d list each dollar amount applicable.

Current TR rates are shown on OSR website, under *Proposal Information for Caltech* at: <http://www.researchadministration.caltech.edu/osr/proposalinfo>, footnote 3 at the bottom of the chart. If you are uncertain about the rates, leave blank; both can be calculated by the Provost's Office.

When the form is completed, obtain the Chair's concurrence if required by the division. Then forward the form & related proposal information to Stacey Scoville for Provost approval. After the MORA has been approved at the Provost's office, it should be submitted to OSR.