



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Portfolio  
Cost Allocation Services

7700 Wisconsin Avenue, Suite 2301  
Bethesda, MD 20814  
PHONE: (301) 492-4855  
FAX: (301) 492-5081  
EMAIL: [CAS-Bethesda@psc.hhs.gov](mailto:CAS-Bethesda@psc.hhs.gov)

June 15, 2017

Ms. Marnie Matthews  
Controller  
Wake Forest University  
P.O. Box 7201 Reynolds Station  
Winston-Salem, NC 27109

Dear Ms. Matthews:

A copy of an indirect cost rate agreement is being sent to you for signature. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and return to me by email, retaining the copy for your files. Our email address is [CAS-Bethesda@psc.hhs.gov](mailto:CAS-Bethesda@psc.hhs.gov). We will reproduce and distribute the agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect cost under grants and contracts awarded by the Federal Government. Thus, your next indirect cost and fringe benefit proposals based on actual costs for the fiscal year ending June 30, 2020 are due in our office by December 31, 2020. Please submit your next proposal electronically via email to [CAS-Bethesda@psc.hhs.gov](mailto:CAS-Bethesda@psc.hhs.gov).

Sincerely,

Darryl W.  
Mayes -A

Darryl W. Mayes, Deputy Director  
Cost Allocation Services

Digitally signed by Darryl W. Mayes - A  
DN: cn=Darryl W. Mayes - A, ou=HHS,  
ou=PSC, ou=People,  
o=U.S. Government, ou=HHS,  
c=US, email=CAS-Bethesda@psc.hhs.gov,  
serial=11644, date=2017.06.21 09:09:14 -0400

Enclosure

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY EMAIL

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN: 1560532138A1

DATE:06/15/2017

ORGANIZATION:

FILING REF.: The preceding agreement was dated 08/11/2016

Wake Forest University  
Office of the Controller  
Box 7201 Reynolda Station  
Winston-Salem, NC 27109-

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2017	06/30/2021	45.50	On-Campus	All Programs
PRED.	07/01/2017	06/30/2021	20.00	Off-Campus	All Programs
PROV.	07/01/2021	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2021.

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,000; hospitalization and other fees associated with patient care whether the services are obtained from an owned, related or third party hospital or other medical facility; rental/maintenance of off-site activities; student tuition remission and student support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships).

ORGANIZATION: Wake Forest University

AGREEMENT DATE: 6/15/2017

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	7/1/2017	6/30/2021	26.10	All	Full Time
PRED.	7/1/2017	6/30/2021	18.40	All	Part Time w/ Benefits
PRED.	7/1/2017	6/30/2021	10.00	All	Part Time w/o Insurance
PROV.	7/1/2021	Until amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2021.

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Wake Forest University

AGREEMENT DATE: 6/15/2017

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

For all award issued prior to 06/30/2016, the fringe benefits are specifically identified to each employee and are charged individually as direct costs. Effective 07/01/2016, the fringe benefits are charged using the rates listed in the Fringe Benefits Section of this Agreement. The allowable fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

Fringe benefits include: FICA, Retirement, Disability Insurance, Life Insurance, Tuition Remission, Travel Insurance, Workers' Compensation, Dental, and Unemployment Insurance.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

This rate does not apply to the Wake Forest University School of Medicine which has a separate negotiated Rate Agreement.

The next facilities and administrative rate and fringe benefit rate proposals based on the fiscal year ending June 30, 2020 are due in our office by December 31, 2020.

ORGANIZATION: Wake Forest University

AGREEMENT DATE: 6/15/2017

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Wake Forest University

(INSTITUTION)

Marnie S. Matthews  
(SIGNATURE)

Marnie S. Matthews  
(NAME)

Controller  
(TITLE)

9/1/2017  
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Darryl W. Mayes - A  
(SIGNATURE)  
Digitally signed by Darryl W. Mayes - A  
DN: cn=US, ou=US Government, ou=HHS, ou=OSC,  
ou=People, o=93412193010010011:2000131668,  
c=Darryl W. Mayes - A  
Date: 2017.06.21 09:07:48 -0400

Darryl W. Mayes  
(NAME)

Deputy Director, Cost Allocation Services  
(TITLE)

6/15/2017  
(DATE) 0331

HHS REPRESENTATIVE: Steven Zuraf

Telephone: (301) 492-4855