

Computer Services Fee Policy

December 5, 2012

In order to maintain the critical information/technology (IT) infrastructure that supports the research efforts of all members of the Astronomy Department (including faculty, students, and technical staff), the Department establishes an expectation that all new grants and contracts will include a line item for computer service fees. This revenue stream will provide funds for some of the recurring research-related IT infrastructure needs of the department including, but not limited to, software licenses and hardware (e.g., student computers, printers, digital projectors, department laptop computers, and replacement hardware for existing systems). In addition, these funds may be used to initiate substantial changes to the department research-related IT infrastructure including, for example, an upgrade of the department network.

These funds will provide a more stable revenue stream for critical IT infrastructure and will allow appropriate budgeting of replacement systems. The department IT committee, including at least three research-active faculty, will generate an annual plan for prioritization of expenditures from this fund, including reserving funds for anticipated replacement of long-lived systems, such as printers. The budget and plan will be presented at a faculty meeting for discussion (preferably in late spring, when the number of new students is better defined). Based on the results of the faculty discussion, the department chair will authorize expenditures for research-related IT infrastructure needs.

The computer service fees will be set at \$1000/year for all major grants and contracts for which it is appropriate and allowable. This is a flat fee per grant or contract; grants with multiple faculty co-Is may choose to increase the rate proportionally, but are not required to do so. Faculty with multiple grants or contracts (small or large) must include a line-item for computer service fees as part of each budget, but the fee will be prorated for small grants at approximately 1% of the award. This policy does not apply to student or postdoctoral fellowship awards such as Indiana Space Grant Fellowships, NASA GSRPs, NSF Graduate Fellowships, Hubble Fellowships, or NSF Postdoctoral Fellowships.