

Office of Research

Guidance

Budgeting and Allocating International Scholar Center (ISC) Fees

In July 2008, the International Scholar Center (ISC) implemented a fee-for-service model for visa processing services. The following guidance is provided to assist PIs, departments and research units with budgeting ISC fees in proposal budgets and allocating such costs to sponsored awards. Questions regarding this guidance should be directed to the [Contract and Grant Officer assigned to your unit](#) or [Assistant Vice Chancellor for Research Bruce Morgan](#).

Circumstances Where Budgeting and Allocating ISC Fees May Be Allowable

The following are examples of circumstances where it may be allowable to budget ISC fees in extramural proposals and allocate such costs to sponsored awards:

1. A position that is essential to the conduct of a project will be (or has been) recruited and the recruitment will more than likely result (or has resulted) in the hiring of a person other than a U.S. citizen or a U.S. permanent resident.
2. The research team for a sponsored program includes a current UCR employee who is neither a U.S. citizen nor U.S. permanent resident, whose visa will expire during the project period and where the employee's continued participation in the research is essential to the conduct of the project.
3. A proposal includes an international exchange of visitors and the purpose of the program is, in part, to provide support for the travel of such visitors to enable face-to-face research collaborations.

The preceding is not an all-inclusive list of examples. Rather, it is meant to encourage thoughtful analysis and to illustrate that each situation is unique and should be evaluated based on the relevant facts and circumstances.

Allowability

The allowability of ISC processing fees as a direct cost in extramural proposals and on sponsored awards may be determined by considering the circumstances of each case in conjunction with applicable policies and regulations, including but not limited to:

- The terms and conditions of the sponsored award
- Sponsor proposal and award policies and regulations
- UCR/UC costing policies, including [UCR's Cost Accounting Standards Board Disclosure Statement](#)
- Code of Federal Regulations - [2 CFR, Part 220 \(OMB Circular A-21, Cost Principles for Educational Institutions\)](#)

Budgeting ISC Fees in Extramural Proposals

ISC fees may be budgeted in extramural proposals when such costs are allowable, allocable and will directly benefit a proposed project. Such costs should be proposed as a direct cost in an appropriate budget category and should be explained in the proposal's budget justification.

Allocating ISC Fees to Sponsored Awards

ISC fees may be charged as a direct cost to a sponsored award when such costs are allowable, allocable and directly benefit the project. Such costs should be allocated to the sponsored award using an appropriate expenditure account. When ISC fees directly benefit more than one sponsored award, the allocation of such costs should be in accordance with [2 CFR 220, Subpart 45](#), Section C.4.d.(3) and UCR/UC policies. In either case, the decision to allocate ISC fees to a sponsored award should be supported by appropriate documentation.

Awards Resulting from Proposals Submitted Prior to the Effective Date of this Guidance

In the event that circumstances warrant the allocation of ISC fees to a sponsored award that resulted from a proposal which was submitted prior to the effective date of this guidance, the Principal Investigator should allocate the expense to the sponsored award if there are sufficient funds to cover the expense. In the event that the sponsored award does not have sufficient funds, the Principal Investigator should:

- Allocate the ISC fees to an unrestricted fund source under their custodianship; and/or
- Request funding from his/her home department or college to cover the cost of the ISC fees.