

University of California, San Francisco
Program Income Policy
One Page Summary

The University of California, San Francisco implemented a new program income policy on July 1, 2005. The policy was developed to ensure compliance with federal requirements for identifying, utilizing, and reporting program income. Failure to comply with federal requirements may result in severe sanctions including disallowed costs.

Program income is defined as the gross income earned by the University under a sponsored project that is either directly generated by the sponsored project or earned as a result of the sponsored project during the period of time the sponsored project is active. The policy defines a principal investigator's responsibility for disclosing the generation of program income at the time of proposal submission, if known, and/or during the performance period of the project. It also provides guidance on the requirements for proper treatment of program income.

Examples of program income include, but are not limited to:

- Fees charged to register participants for a workshop or conference funded under a sponsored award;
- The sale of commodities or research materials such as tissue cultures, cell lines, blood samples, and/or research animals developed under a sponsored project;
- Services provided under an award such as selling the testing of a Program Project core laboratory to outside groups;
- Rental or usage fees such as those earned from fees charged for use of computer or laboratory equipment purchased with sponsored award funds;
- The sale of items fabricated under a sponsored project;
- The sale of software, tapes, brochures, or publications produced under a sponsored award;
- 3rd party reimbursement, such as insurance payments for professional services performed only for grant purposes. Note: insurance companies should only be billed for standard of care;
- Revenue captured for professional services related to the grant billing such as an Office/Lab coded as separate billing area for professional services provided under a grant;
- Revenue generated through federally sponsored clinical trials of vaccines, drugs, or devices;
- Revenue realized through the sale of products made under a service grant for vocational training.

Complete information about the Program Income Policy and new accounting procedures are available at the following url:

http://acctg.ucsf.edu/extramural_funds/policies/Program_Income_Proc.pdf