

UNIVERSITY OF OREGON  
Policy Statement  
9.000 Budget Procedures

Title: Return of Overhead Charges on Continuing Education and Designated Operations Activities

Purpose: To inform deans/directors/budget managers concerning overhead charges

Institutional Policy:

All Continuing Education funds (both for-credit and not-for-credit in any fund group), and all Designated Operations funds will be assessed an 8 percent overhead charge. In special circumstances and upon the written request of the fund manager, the provost or appropriate vice president may reimburse or waive some or all of the overhead charge. The following criteria may be used in deciding whether or not to reimburse an activity.

- a. If the activity primarily involves secondary students and has potential positive recruiting consequences for the University;
- b. If the activity is planned to continue over some time, entails some risk in the undertaking, and will require expending funds for setup costs before significant income can be earned.
- c. If the University is selected as the site of the annual meeting of a prestigious national professional association or otherwise hosts an event that brings additional distinction to the University.

The provost or other vice president will consult from time to time with the Associate Vice President for Budget and Finance concerning the effect of overhead collections decisions upon the university's income budgets.

Effective Date: 7/1/2002

Supersedes: 1/7/88 "Return of Overhead Charges on Continuing Education Activities"

Reviewed and Approval Recommended by: President's Small Executive Staff  
Reissued by: Associate Vice President for Budget and Finance