



# Office of Sponsored Projects & Industry Partnerships POLICY MANUAL

## Full Cost Recovery Policy

Office of Sponsored Projects & Industry Partnerships  
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

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The Laboratory performs all work in accordance with [DOE Order 522.1](#) which requires full cost recovery for all non-DOE sponsored projects.

There are certain projects which do not pay full cost due to sponsor policies or statutory limitations and the LBNL Policy on “Non-DOE Training Fellowships.” Each type is discussed below.

### 1. Sponsor Policies or Statutory Limitations

Should sponsor policies limit full cost recovery, another source of funds must be used to supplement sponsor’s costs. There are also statutory limitations (e.g. NIH salary cap) which precludes the sponsor from paying full cost. See the [OCFO policy for Compensation Above Salary Limits](#).

At the time of proposal, the Division should indicate that it is aware of the ‘less than full cost’ issue and either complete the [form](#) to document where the additional funds are to be used or complete the form prior to award acceptance. ***OSPIP will not authorize an award without this documentation.***

OSPIP will need BSO approval prior to accepting any award which uses DOE funds to cover sponsor’s costs. DOE approval requires OSPIP to send the request to the DOE CO, along with the programmatic approval obtained in the form.

### 2. Non-DOE Training Fellowship

There are some types of awards (fellowships, mid-career development training, etc.) which are exempt from full overhead. That determination is made by the Budget Office at the request of the Division. This request should be made as early in the process as possible.

Prior to accepting an award, the OSPIP CO should have a copy of that [approval](#) indicating that the program is exempt from LBNL indirects.