

## Facilities & Administrative Rate (F&A)

### Updates:

- Emory's next base year is fiscal year 2023.
- Space survey process will begin mid-year fiscal year 2023.
- The space survey will be conducted using Emory's new space system (FM Systems).
- After fiscal year 2023 is closed, the process of pulling data into the F&A model will begin.

### Prepare now:

- Become familiar with new space system.
- In the space system, review each room your department occupies. Ensure that your department is listed on those rooms and that the room type is accurate.
- All lab spaces should be functionalized in the space system, recording how they are being used.
- Vacant lab space could reduce the F&A rate, so pay particular attention to those spaces.
- Ensure that all costs are properly coded during the base year. Operations and maintenance costs should be easily identifiable by their project or speedtype names so that they are coded into the correct cost pools.
- Careful scrutiny should be paid to voluntary cost-share as this reduces our F&A rate. Reduce cost-share as much as possible.