The CRC uses two methods of cost recovery for work conducted by its staff and faculty on grants, contracts or other departmentally or externally funded projects:

1. Charging staff salary directly to grants or contracts through the hospital’s salary allocation procedures (Employee Change Form, ECF).

2. Billing or invoicing for staff time on an hourly basis

In the case of departmental funding and most foundation grants, CRC generally prefers method 1, because it facilitates planning, staffing, and cost recovery, and because it is most consonant with the professional level of contributions that CRC staff typically make.

In the case of federal grants, strict rules apply. CRC staff effort must be charged through an ECF change (method 1) if any of the following applies:

- the CRC staff member is listed as key personnel; or
- the CRC staff member will be making significant scientific contributions to the project; or
- the CRC staff member is expected to be co-author on manuscripts.

Invoicing or billing for faculty or staff on federal grants (method 2) is allowed only under limited circumstances:

- none of the above conditions is met; and

- one of the following applies:
  - the CRC staff member has a short, concentrated period of time for the work to be completed (typically less than one year); or
  - the CRC staff member will work for less than 5% effort during any one-year period.