

**KOMFO ANOKYE TEACHING
HOSPITAL**

RESEARCH AND DEVELOPMENT UNIT

KAOTH

**PROJECT FUNDS, GRANTS AND
INDIRECT COST**

POLICY

A CENTRE OF EXCELLENCE



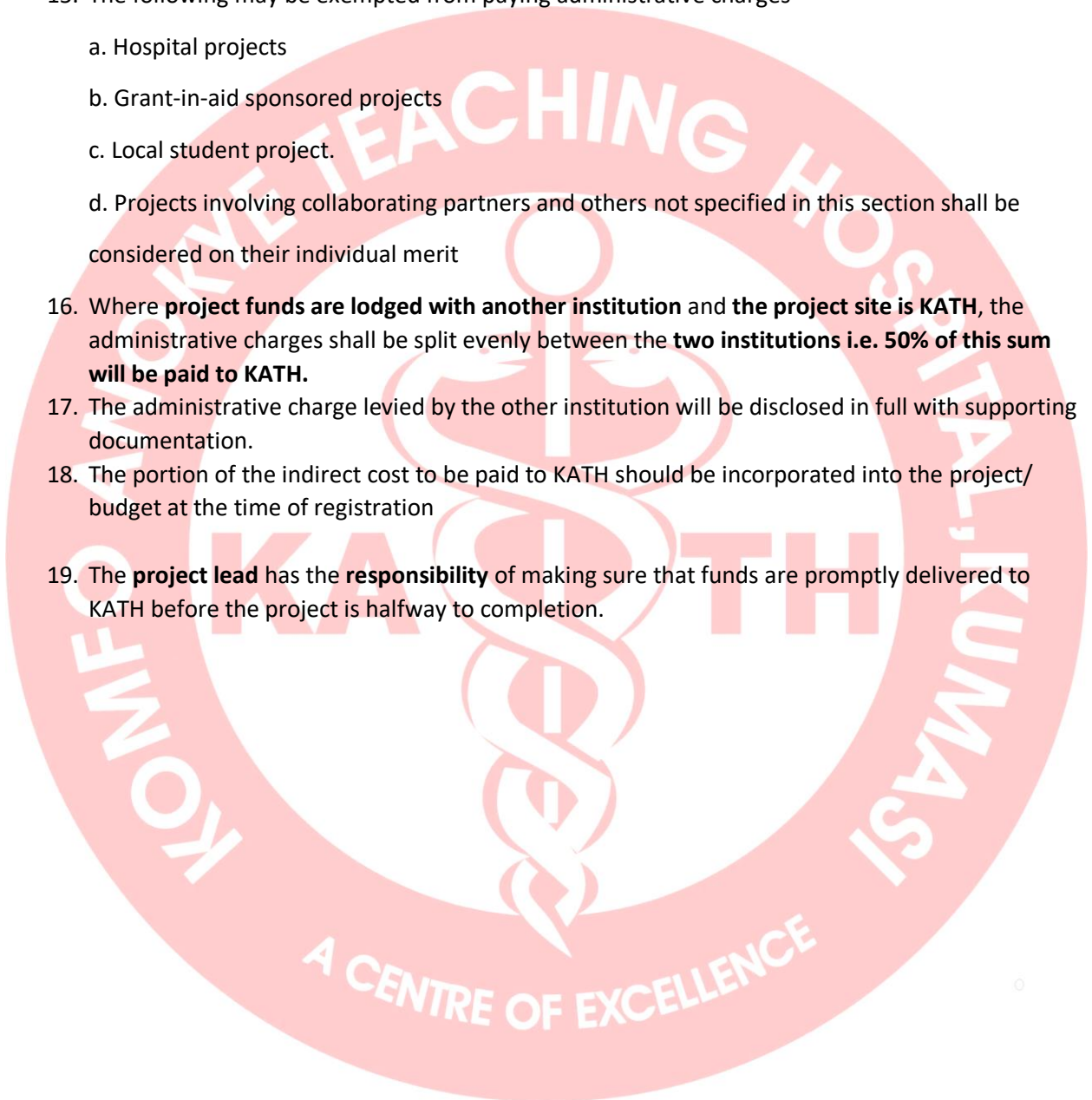
PROJECT FUNDS, GRANTS, AND INDIRECT COST POLICY AT KOMFO ANOKYE TEACHING HOSPITAL

1. Funded projects (research and outreaches) refers to all projects being funded from external, internal (KATH, Government of Ghana) and other sources (including personal and not third-party).
2. **Administrative charge** may also be referred as **Indirect costs** or **overheads costs** or **facilities and administrative cost (F&A) costs**
3. Projects Leads applying to register a project at Komfo Anokye Teaching hospital (KATH) should give the **full funding declaration involved**.
4. This should include the full financial amount involved in the currency of the sponsor agency. This should be graduated per year where necessary.
5. In the case of anonymous donors, this should be indicated and appropriately incorporated into the research budget.

PROJECTS AND KATH RESOURCES (EMPLOYEES AND INFRASTRUCTURE)

This refers to externally funded projects involving KATH in relation to employee's time resource and infrastructure, the following are to be noted:

6. Apart from the agreement signed between the project lead and the sponsor, there must also be an agreement with KATH that clearly defines the relationship between KATH and the Project Lead and /or the sponsor.
7. This may take the form of the sponsor signing an agreement directly with KATH or the Project lead signing an agreement as per the above.
8. Funded Projects must clearly describe KATH's staff time, resources and infrastructure required by the project.
9. projects can engage KATH employees in various capacities. This may be up to 25% of their full regular working schedule. In the event of a higher percentage, there should be authorization from the KATH CEO or Director of Class through the Head of Directorate or Unit of the employee.
10. When available, all funds for projects must be fully disclosed in detail in the agreement signed between KATH and sponsor. This includes remuneration to the Principal investigator, project staff, cost of equipment etc.
11. Hired project staff who are not KATH employees should have their work schedule, rules of engagement etc. made available to hospital management through the Research and Development unit.
12. Where funds for projects are lodged with KATH, they shall be managed (including purchase of equipment and materials) by KATH (directorate/unit accountant or central accounts) in accordance with the contract /MOU in line with prevailing institutional requirements without any disadvantage to the Project Lead.

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13. Komfo Anokye Teaching Hospital charges **10% of the total sponsorship amount as administrative fee.**
 14. For projects where the sponsor has a **fixed, capped or lower percentage** for administrative fee, investigators shall provide documentation to that effect. This will be considered on their individual merit.
 15. The following may be exempted from paying administrative charges
 - a. Hospital projects
 - b. Grant-in-aid sponsored projects
 - c. Local student project.
 - d. Projects involving collaborating partners and others not specified in this section shall be considered on their individual merit
 16. Where **project funds are lodged with another institution** and **the project site is KATH**, the administrative charges shall be split evenly between the **two institutions i.e. 50% of this sum will be paid to KATH.**
 17. The administrative charge levied by the other institution will be disclosed in full with supporting documentation.
 18. The portion of the indirect cost to be paid to KATH should be incorporated into the project/ budget at the time of registration
 19. The **project lead** has the **responsibility** of making sure that funds are promptly delivered to KATH before the project is halfway to completion.