


MEMORANDUM

To: Associate Deans and Departmental Administrators
From: Jerry Fife, Assistant Vice Chancellor for Research Finance 
Date: May 26, 2006
Subject: Charging of H-1B Visa Filing Fee, Homeland Security "Fraud Protection and Detection Fee" and Premium Processing Fee Charges to Sponsored Programs

Purpose:

To clarify the charging of H-1B visa costs to federally sponsored grants and contracts.

Certain costs associated with obtaining an H-1B visa represent an allowable charge to federal grants and contracts provided that the charge advances the research conducted under the award. In order to be considered allowable the following must be considered.

1. The charge is part of the recruitment of an individual needed for the performance of the award that is charged.
2. The charge is allocated to all fund sources from which the individual will be paid in proportion to the salary charged to each source.
3. The H-1B filing fee (currently \$190) and the Fraud Prevention and Detection Fee (currently \$500) are the only charges that may be allowable provided the other criteria are met. On an exception basis the premium processing fee may be charged (see #4).
4. The Premium Processing Fee can only be charged to federal grants and contracts on an exception basis and only after sufficient written documentation has been submitted and approved by the Office of Contract and Grant Accounting (University Central) or Department of Finance (Medical Center) prior to initiation of the charge. Approval will not be granted for requests of convenience.
5. Legal fees, dependent visa fees or the processing fee charged by the Office of International Services are not permissible charges to federal grants and contracts.
6. If the individual changes fund sources within the first 12 months of employment then the visa costs must be allocated to the new fund source(s) proportionately.

For non-federal sponsors, these types of costs should be charged in accordance with sponsor guidelines and in proportion to the salary charged to the source.

Questions regarding this memorandum can be directed to Jerry Fife or Michelle Vazin for University Central (3-6658, 3-1558) or Steve Todd or Melissa Smith for the Medical Center (2-3293, 3-5350).