Request to Direct Charge Clerical/Administrative Salary to Federally Sponsored Project IDs

Department to Provide the Following Information:

PS Project ID#: ____________  Project ID Principal Investigator: ______________________________

Submitted By Name: ______________________________

Instructions: Provide a complete justification/responses for the direct charging of administrative/clerical salary, as these costs are normally considered indirect costs on federally sponsored projects. In accordance with university practice, administrative/clerical services are integral to a project or activity when essential in the completion and fulfillment of the stated aims and objectives. This type of involvement, in support of stated project deliverables, is different, separate and apart from standard or routine levels of administrative support, expected as a part of the recipient’s infrastructure in the successful management of any sponsored award.

Once required signatures are completed, forward to the assigned Program Administrator in the Office of Sponsored Research (OSR). After OSR review and analysis for completeness and reasonableness, the OSR will contact the sponsoring agency’s financial/administrative officer for approval on the behalf of the PI. The OSR Program Administrator will advise of the Sponsor’s decision. If OSR disallows this request, see reasons stated below:

1. **Benefit to Project:** How is the employee(s) contributing directly to the stated goals/outcomes of this specific project? How are these duties above and beyond standard and routine expected levels of support in the management of any sponsored projects? (Example: The Grants Specialist is entering, tabulating and summarizing patient survey responses for further review by the PI.)

2. **Allocation of Cost to Project:** What level of effort/percentage of time/salary directly contribute to the tasks described above? (Example: 20% of the Grant Specialist’s time will be spent on the patient survey.)

Signatures:

Principal Investigator: ______________________________

Department Chair: ______________________________

OSR Actions:

Forwarded to Sponsor for Approval: YES: _______  NO: _______

Request Disallowed for these Reasons:

Note of Responsibility: Federal reviewers in the analysis of direct costs incurred can choose to disallow costs that are not adequately supported by proper allocation, item allowability and documentation. Responsibility for any disallowed costs reside at the Department/School levels.