



## Request for Direct Charging Administrative Salaries to Federally Funded Sponsored Awards

This form should be completed whenever requesting to charge clerical or administrative salaries and wages to a federally funded sponsored award. The Principal Investigator is responsible for complying with federal and/or University rules, and regulations, and for supplying all required documentation.

In order for clerical and administrative salaries to be considered for direct charging, the following conditions must be met:

- Must comply with the requirements of OMB Circular A-21, and specifically with Section F6b(2) and Exhibit C\*
- Must go beyond the routine level of support expected for all projects (i.e. account reconciliation, correspondence, phone calling, office supplies, etc)
- Must be necessary to meet the technical purposes of the award rather than to support the administrative needs
- Must be measureable and identifiable to the project with a high degree of accuracy
- Must be specifically budgeted as a line item in the approved budget with duties discussed in the budget justification section
- The effort devoted by the administrative individual to the federal award must total 25% or more

**Provide the following information for each clerical or administrative position to be directly charged to the sponsor:**

Principal Investigator: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Award Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Percentage of Effort: \_\_\_\_\_ Dates of Appointment: \_\_\_\_\_

**The duties of this position include (check all that apply):**

- Extensive data accumulation, analysis, entry, labeling, surveying, tabulation, cataloguing, technical illustration, manuscript and publication production, searching literature, and reporting.
- Making complex travel, meeting and visa arrangements for project collaborators or workshop participants; organizing workshops or conferences for large numbers of participants; extensive desktop publishing of workshop materials.
- Managing logistics of extensive field operations necessitated by the nature of the award.
- Coordinating with subcontractors or collaborators (often at other institutions) involved in this award; or coordinating a research program supported from multiple sources.

- Preparation and production of manuals and large reports, books, and monographs (excluding routine publications, progress reports and technical reports).
- Other extenuating circumstances.

Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please also attach a description of the position in support of the criteria listed above.**

**Certifications**

By signing below, I certify that the administrative charges requested above benefit the project directly, are significantly greater than the routine level of support expected for all projects, are specifically budgeted as a line item in the approved budget, and will be specifically identified and tracked throughout the duration of the award. Should the funding from the sponsored award not be available to cover these costs, the following non-sponsored Research Foundation account will be provided in support of the costs:

Account Number \_\_\_\_\_

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal Investigator*

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Chair/Center Director*

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Dean of the College or School*

**Approval**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Operations Manager*

**\*OMB Circular A-21 F.6.b(2)**

The salaries of administrative and clerical staff should normally be treated as F&A costs. Direct charging of these costs may be appropriate where a major project or activity explicitly budgets for administrative or clerical services and individuals involved can be specifically identified with the project or activity. "Major project" is defined as a project that requires an extensive amount of administrative or clerical support, which is significantly greater than the routine level of such services provided by academic departments. Some examples of major projects are described in Exhibit C.

**OMB Circular A-21 Exhibit C**-- Examples of "major project" where direct charging of administrative or clerical staff salaries may be appropriate.

- Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
- Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
- Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
- Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
- Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research fields sites that are remote from campus.
- Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.

These examples are not exhaustive nor are they intended to imply that direct charging of administrative or clerical salaries would always be appropriate for the situations illustrated in the examples. For instance, the examples would be appropriate when the costs of such activities are incurred in unlike circumstances, i.e., the actual activities charged direct are not the same as the actual activities normally included in the institution's facilities and administrative (F&A) cost pools or, if the same, the indirect activity costs are immaterial in amount. It would be inappropriate to charge the cost of such activities directly to specific sponsored agreements if, in similar circumstances, the costs of performing the same type of activity for other sponsored agreements were included as allocable costs in the institution's F&A cost pools. Application of negotiated predetermined F&A cost rates may also be inappropriate if such activity costs charged directly were not provided for in the allocation base that was used to determine the predetermined F&A cost rates