



GENERAL PURPOSE COSTS - DIRECT CHARGING (August 2021)

To: Office of Research Administration

If Continuation page(s) are attached, please check box and include account number in the attachment.

Principal Investigator: _____

Award #/Grant # (if pending, insert N/A) _____

Project Start Date: _____

Project End Date: _____

Agency Name: (Complete only if Award/Grant # has not been assigned) _____

IBIS Research FP# (Assigned by the Office of Research Administration- complete only if Award/Grant # has not been assigned) _____

I. Is this a Major Project?

Yes **No** If yes, please provide a narrative below. Please be specific, as external auditors will review this documentation.

II. Exemption for (check one): Proposal (attached) Retroactive Expenditure Current Expenditure

An exemption is documented below to charge these costs that are considered general purpose as direct costs to the above account or grant proposal when awarded:

- Administrative/Clerical Salaries \$** _____ This category can only be used when the research award is a federal Major Project or, if a State/Local award costs that are allowed by the agency.
- Office Supplies \$** _____ **Membership Dues \$** _____
- General Purpose Equipment \$** _____ **Postage \$** _____
- Subscriptions Books/Periodicals \$** _____ **Cellular \$** _____
- Telephone instrument \$** _____ **Local phone calls \$** _____
- Computer/network connections \$** _____ **Pager/Beeper \$** _____
- Other \$** _____ **Please specify other:** _____

Explanation of Need: For each item checked above, please provide an explanation that shows the unique, extraordinary circumstances based on scientific/technical requirements of the project, which necessitate charging these general-purpose costs.

III. CERTIFICATION: I certify that I am familiar with University policies and government regulations that state that general-purpose costs are not normally charged as direct costs. In accordance with the Uniform Guidance and the Office of Research Administration policies, I certify that these costs are directly related to the scope of the grant or contract and are significantly greater than the normal routine level of such costs or are unique to the project and required to fulfill its scientific/technical purposes. I further understand that if the costs are not authorized or later disallowed, the costs will be transferred to an appropriate non-sponsored account and may not be transferred to another sponsored agreement.

Principal Investigator Date Chair/Dean's Signature Date

This request has been reviewed for compliance with CAS regulations. _____
Office of Research Administration Signature Date