

FAS Checklist for Direct Charging Administrative Salaries to Sponsored Projects

This checklist should be attached to the Dean's Cover Sheet whenever a proposal submitted to a federal agency includes clerical or administrative salary expenses. It remains the PI's responsibility to comply with federal, as well as University, rules and to supply all required documentation. Please note that OMB representatives suggest .25 FTE as a minimum threshold for charging administrative and clerical salaries to federally sponsored agreements. **Once the grant is awarded, clerical and administrative salaries can only be charged if they are specifically reflected in the approved budget and have not been deleted by the funding agency or if the sponsor specifically approves them in a rebudgeting action.**

The following three criteria must be met in order to be considered for direct charging:

1. The person's activity can be readily identified specifically with the project with a high degree of accuracy.
2. The position is required by the project scope, due to the project's special purpose or circumstance.
3. The position is specifically budgeted as a line item in the proposal budget with duties discussed in the budget justification section.

The duties of _____ (name of individual) on this award include (circle):

1. Extensive data accumulation, analysis, entry, labeling, surveying, tabulation, cataloguing, technical illustration, manuscript and publication production, searching literature, and reporting.
2. 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.
3. Managing the logistics of extensive field operations necessitated by the nature of the award.
4. Coordinating with subcontractors or collaborators (often at other institutions) involved in this award; or coordinating a research program supported from multiple sources.
5. Performing administrative services for a major on- or off-campus research operation with separate facilities.
6. Detailed budgetary and financial management of at least .25FTE effort related directly to this award.

P.I. _____ Date _____

School & Dept. Affiliation _____

Project Title _____

Sponsoring Agency _____