

# TEXAS A&M RESEARCH FOUNDATION

## Budget Justification

### Costs Charged to Federal and Federal Flow-Through Accounts

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

Justification (include estimated total cost through the end date of the account and a description) for the following cost categories is provided below:

Administrative and Clerical Salaries

Memberships

Office Supplies

Postage

Local Telephone Costs

*I certify these costs meet all of the following criteria: (1) required by the award's scope of work; (2) constitutes a special need not provided for by normal departmental or University services, and therefore, constitutes a special circumstance; and (3) can be specifically and easily identified to this account.*

Certified By: \_\_\_\_\_  
Principal Investigator (Date)

Concurrence: \_\_\_\_\_  
Department Head (Date)

Reviewed By: \_\_\_\_\_  
Project Administrator Associate Vice President

### **Administrative and Clerical Salaries**

Salaries for administrative and clerical personnel are not allowable as a direct cost on federal/federal flow-through projects. However, these charges may be appropriate as a direct cost when the work requires an extensive amount of administrative or clerical support, which is significantly greater than the routine level of such services provided by academic departments. The exceptions are: (1) a project is defined as a major program or activity (program grants, centers, projects in remote locations, conference grants, and similar activities), and (2) administrative and clerical salaries are for specific research activities (data collection, statistical analyses, human subjects management, literature searches) which include a minimum of ten percent effort charged to a specific project. Routine account monitoring, ordering of supplies, meeting arrangements, or typing of general correspondence, manuscripts; reports are not included in this definition.

The following examples (from July 1994 OMB Interpretation) are illustrative of circumstances where direct charging the salaries of administrative or clerical staff may be appropriate:

1. 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 require assembling and managing teams of investigators from a number of institutions.
2. 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 record studies.
3. Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
4. A project, whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
5. Projects that are geographically inaccessible to normal departmental administrative services, such as seagoing research vessels, radio astronomy projects, and other research field sites that are remote from the campus.
6. Individual projects requiring project-specific database management, individualized graphics or manuscript preparation, and multiple project-related investigator coordination and communications.

The above 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. Costs incurred for the same purpose in like circumstances must be consistently treated as direct costs for all activities.

For salary justification, provide (1) identification of the individual by name and title, (2) a clear justification of the duties and the direct relationship to the scope of work, (3) a reasonable level of effort commensurate with the scope of work, shown as hours or percentage, and (4) the name of the supervisor. If the position was not included in the original budget, an explanation should be provided.

### **Postage**

Postage (including overnight carriers---Federal Express, Airborne, etc.) is not allowable as a direct cost on federal/federal flow-through projects without justification. The justification for postage to be charged as a direct cost must be a need required by the scope of work. Examples include mail surveys, reports and deliverables, information to be reviewed by several project participants, and abstracts or publications.

### **Office Supplies**

Office supplies are not allowable as a direct cost on federal/federal flow-through project without justification. The justification for office supplies to be charged as a direct cost must be a need required by the scope of work.

### **Local Telephone Costs**

Local telephone costs (defined as all expenses other than long distance calls) are not allowable as direct costs on federal/federal flow-through projects. This includes the monthly use charges on equipment, installation, line charges, maintenance, pagers, fax lines, computer lines, and cellular phones/services. However, these types of costs may be allowable for fieldwork if specifically justified.

### **Memberships**

Memberships should not be directly charged to sponsored agreements unless their applicability to the special circumstances or scope of work can clearly be established.