

**ATTACHMENT B**

**THE UNIVERSITY OF TEXAS AT AUSTIN  
Certification & Justification of Direct Charges of Administrative  
& Clerical Salaries & Other Generally Unallowable Costs**

OSP # _____
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Principal Investigator: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Complete this form **only** if you responded “YES” to questions on the Proposal Review Form (PRF) indicating that you have **administrative or clerical salary costs** or other potentially **unallowable non-salary costs**

	Yes	No
1) Charges are <i>specifically identified with and for the sole benefit of the project or activity</i> .	<input type="checkbox"/>	<input type="checkbox"/>
2) Charges are allocated between multiple projects ( <i>If YES, attach description of procedures to ensure that the costs can be allocated to each project with relative ease</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
3) Budgeted items have been approved in writing by the sponsor (attach approval).	<input type="checkbox"/>	<input type="checkbox"/>
4) Items are identified in the budget and specifically itemized and justified in the proposal	<input type="checkbox"/>	<input type="checkbox"/>
5) Charges include routine support of the department/school/college	<input type="checkbox"/>	<input type="checkbox"/>

6) If your proposal includes direct charges for **salaries of administrative and clerical staff**, provide additional justification for these charges by checking the boxes below that apply to your project?

<input type="checkbox"/> Creation and/or operation of large, complex programs and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions, such as NIH centers and program projects and NSF environmental or engineering research centers. <input type="checkbox"/> Extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting, such as epidemiological studies and clinical trials. <input type="checkbox"/> Project requires making travel and meeting arrangements for large numbers of participants, such as for conferences and seminars. <input type="checkbox"/> Projects requires the preparation of manuals and large reports, books, and monographs, not including routine progress reports required by most sponsors. <input type="checkbox"/> Off-campus project that is geographically inaccessible to the routine administrative services provided by university departments, such as research conducted on seagoing research vessels. <input type="checkbox"/> Individual project requiring project-specific database management and multiple project-related investigator coordination and communications. <input type="checkbox"/> Other: (specify)
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- I **certify** that the charges identified in the budget are allowable under the terms of The University of Texas at Austin Direct Charge Procedures.
- I **am not able to certify** that the charges identified in the budget are allowable under the terms of The University of Texas at Austin Direct Charge Procedures.

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_