



FORM B. **COST ACCOUNTING EXEMPTION REQUEST**

The Office of Management and Budget via circular A-21 disallows direct charging of facilities and administrative type costs on federal grants. However there are certain unique exceptions to this rule allowing for direct charging of these types of costs in the event the University can justify the charges. Please contact Sponsored Programs Accounting at 972-2400 for determining allowable costs. Please submit FORM B. COST ACCOUNTING EXEMPTION REQUEST to the Office of Research and Technology Transfer along with the signed EXTERNAL APPROVAL FORM.

Please enter fund number and award amount if request is associated with existing award: _____ \$

A. NON PERSONNEL BUDGET JUSTIFICATION

Budget Item	Amount	Justification – please detail why item should be direct charged

B. ADMINISTRATIVE / CLERICAL JUSTIFICATION

Employee Name	Position Title	Currently in Position	Job Description Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification:			

Employee Name	Position Title	Currently in Position	Job Description Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification:			

REQUIRED SIGNATURES

Approval by the University for the above costs does not preclude the federal agency from disallowing these costs in an audit.

_____ Principal Investigator	_____ Date	_____ Director / Dean	_____ Date
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SPA Use Only

Reviewed _____
 Approved _____
 Proposal _____
 Revised 9/1/06