



DIRECT CHARGE JUSTIFICATION

The Office of Management and Budget *Circular A-21* disallows direct charging of facilities and administrative-type costs on federal (and federal flow-through) grants and contracts. 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. Refer to Fiscal Policy 205 for determining allowable costs. Submit the Direct Charge Justification to the Office of Research along with the signed Document Review/Approval Sheet.

Enter WBS element number if request is associated with existing award:

A. NON PERSONNEL BUDGET JUSTIFICATION

G/L Category	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:			
		<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

Department Head/Director

OR Authorized Representative

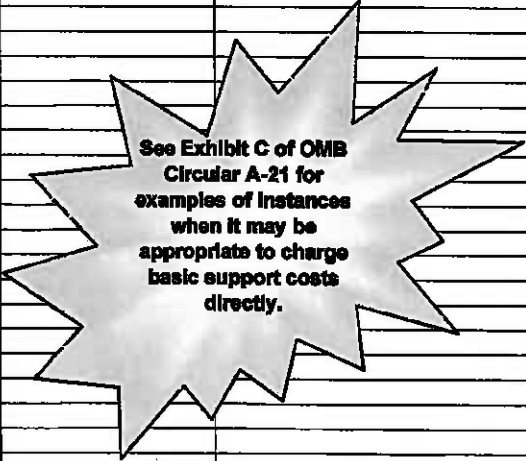

OR Use Only

Reviewed _____

Proposal _____

Revised 5/1/03

The University of Tennessee		
Fiscal Policy 205		
EXAMPLES		
	Normally	Normally
	Direct Costs	F&A Costs
SALARIES, WAGES AND RELATED STAFF BENEFITS	<i>Technical work performed by:</i> Principal investigator Post-docs Graduate students College work study students Clinical lab technicians	<i>Clerical or administrative work performed by:</i> Fiscal officer Secretary Accountant Department administrator Staff assistant
TRAVEL	Directly applicable to project requirements (e.g., motor pool)	Not directly applicable to project requirements Recruitment Marketing/development
SERVICE CENTER CHARGES	Animal care Lab testing services	Printing/copying/graphic arts Computer maintenance Computer file storage Port/line charges
UTILITIES		Utilities
COMMUNICATIONS	<i>Freight/express deliveries:</i> Transport technical project material <i>Telephone charges:</i> Long distance	<i>Postage:</i> Express delivery of routine reports U.S. non-priority mail <i>Telephone charges:</i> Basic line charge Local calls Cellular phones Pagers Voice mail
EQUIPMENT MAINTENANCE AND REPAIR	Scientific equipment Project-specific computer hardware (and related maintenance contracts)	General equipment General computer hardware (and related maintenance contracts)
PUBLICATIONS AND SUBSCRIPTIONS	Project-specific	General
DUES AND MEMBERSHIPS		Dues & memberships
CONSULTING	Project-specific consulting services	General consulting services
ADVERTISING	Recruit project participants	Employment Public notices
SUPPLIES AND MATERIAL	<i>Medical, scientific, and laboratory supplies:</i> Lab notebooks	<i>Office supplies:</i> Pens, pencils

	Zip disks used to store specific project data	Paper, tablets
	Glass and plastic ware	Files, folders, binders
	Culture dishes	Transparencies
	Beakers	Staples
	Chemicals	Post-it notes
	Syringes	<i>General purpose computer supplies:</i>
	Radioactive substances	Diskettes
	Scientific software	Printer paper
	<i>educational supplies</i>	Toner cartridges
	<i>pharmaceutical supplies</i>	Word processing software
		Spreadsheet software
STUDENT COSTS		
	Stipend	
	Tuition and fees	
	Other related expenses	
CONTRACTUAL SERVICES	<i>Other contractual services:</i>	
	Special contract employees	
	Study participants	
	Patient travel	
	Donors	
	Photographic development	
	Airport pickup of specimens	
MEALS AND REFRESHMENTS	Project conference or seminar	
EQUIPMENT	<i>Scientific equipment</i>	<i>General-purpose equipment:</i>
		Copier
		Office furniture
	<i>Project-specific computer hardware:</i>	<i>General-purpose computer hardware:</i>
	Specially required due to technical nature of the project and not already available	Servers
		Scanners
		Printers
		Desktop and laptop PCs
SUBCONTRACT COSTS	Subcontract costs	
		

Unallowable Costs for Federal and Federal Flow-through Funded Grants and Contracts (per OMB Circular A-21)

These costs should never be proposed or charged to a federal or federal flow-through sponsored project. For more detailed information about these unallowable costs, see OMB *Circular A-21*, Section J. (insert a link here). Unallowable expenses include (but are not limited to):

1. Advertising (except some job recruiting) and public relations (except where directly related to the sponsored project)
2. Alcoholic beverages
3. Alumni activities
4. Bad debts
5. Commencement or convocation costs
6. Donations and contributions made to other organizations
7. Entertainment costs
8. Fines and penalties
9. Fund raising
10. Goods or services for personal use, including personal use of vehicles
11. Housing and personal living expenses of current and past officers
12. Interest expense
13. Lobbying activities
14. Losses or cost sharing on other sponsored agreements or contracts
15. Memberships in civic or community organizations, country clubs, social or dining clubs
16. Pre-agreement costs, unless specifically allowed
17. Selling and marketing expenses (except some job recruiting and proposal expenses)
18. Severance pay in excess of UT's normal practices
19. Student activity costs, including publications, clubs, etc.
20. Airfare other than lowest available discount commercial airfare. UT's travel policy FI0705, specifically limits airfare to standard coach fare – no first-class or business fares are allowable.