Form 1403 FR.02
Office of Sponsored Projects

Justification to Direct Charge F&A Type Costs to a Federal Award

THE PURPOSE OF THIS FORM IS TO DOCUMENT THE NEED AND Appropriateness OF TYPICAL F&A Type Costs Charged To Federal And Federal Pass-Through Awards

The direct charging of typical F&A type expenses may be appropriate to be charged to a federal award. This form must be completed, prior to incurring the actual cost, by the PI and DBO for typical F&A type costs for expenses NOT included in the approved proposal budget and budget justification.

Instructions: Select the appropriate justification(s) below. If you select “Other” you must provide a detailed justification for charging the cost to a federal award. The form must be signed by the DBO and PI and retained by the department.

Principal Investigator: ___________________________ Sponsor: ___________________________

IRES PT Record Number: ___________________________

Is this form being competed for an EXISTING award? Yes _____ No ____

- If Yes, provide the Award #:____________________

Type of Cost (check all that apply):

___ Administrative & Clerical Salaries (agency prior approval required, EXCEPT FOR NIH AND ANY OTHER FEDERAL AGENCY THAT HAS WAIVED THE PRIOR APPROVAL REQUIREMENT. CAREFULLY REVIEW SPONSOR REQUIREMENTS. FOR ALL OTHER SPONSORS, CHECK THE TERMS AND CONDITIONS OF THE AWARD AND CONTACT OSP FOR ASSISTANCE.):
Administrative/clerical support is needed in order to perform duties integral to this project, such as:

___ Scheduling a large population of human subjects’ visits and activities
___ Making reservations for visitors supported by the award due to the unusual nature of research activities and meeting requirements of the award
___ Providing administrative support for a conference award
___ Providing extensive administrative support for a training award
___ Providing extensive administrative support for an administrative core
___ Other (Describe the activities the individual will perform, why they are necessary for the project, and how the activity is not similar to what other administrative and clerical staff perform.)

___ Office Supplies:

12/4/2015
Items that can be identified closely with a specific project, e.g., notebooks for the sole purpose of use in the laboratory and documenting research results, supplies for posters/presentations, etc.

Supplies (paper, toner, etc.) needed to generate large volume of surveys/questionnaires directly related to the project.

Other (Identify the items and explain why they are necessary to conduct the research.)

Postage (includes, USP, USPS, FedEx, or any other type of delivery service):

Costs associated with the mailing of surveys and questionnaires directly related to the project.

Express service for time-sensitive samples.

Other (Describe any other situations that would warrant a delivery service, what is being delivered and why it is necessary to conduct the research.)

Dues, Memberships & Licenses:

Fully describe the unusual nature of the research or conduct of the research that would make this potential expense necessary to carry out the scope of work and charged directly to the award.

Office Furniture, Equip. Purchase, Rental & Maintenance:

Office furnishings used specifically for work directly related to the project.

General purpose equipment necessary for work directly related to the project.

Explain for either of the selections above, why these items are necessary for the proposed project and how the project directly benefits from purchasing these items.

Books/Periodicals/Subscriptions:

Item does not exist in the Library and is a necessary resource for the lab in order to conduct this project during the course of this award

Due to the length of time this item is needed and the inability to write on the document, it would not be practicable to get access this item from the Library.
Other (Please provide an explanation of the item and its need.)

Printing & Photocopying:

Reprint of manuscripts supported by the award
Scientific illustrative work
Research subject recruitment and/or surveys
Scientific posters/presentations
Other (Please provide an explanation of the activity and its need.)

Communications (network charges, cell phones, telephone costs):

ITS Infrastructure Bundle, ITS FTE Billing, ITS FTE Bundle required for dedicated server connection or hotline in order to accomplish specific aims of the project.
Identify the specific aim requiring this need:

Cell phones necessary to accomplish the aims of the project

Contact with study subjects
Communication with researchers while in the field
Staff safety while in the field
Other (Please provide a description of the item and an explanation of the activity and its need.)

Signatures are required when the request is to charge a F&A type cost that was NOT included in the original proposal but rather, identified as necessary after the award was made to Yale.

RETAIN THIS SIGNED DOCUMENT IN THE DEPARTMENT FILES FOR AUDIT PURPOSES.

Business Manager Signature: ____________________________ Date: ______________
Print Business Manager Name: ____________________________
I certify that this request and the above items selected are integral/necessary for the conduct of the scope of work for the above identified award. In addition, to the best of my knowledge no similar/same items exist or are available for my use.

PI Signature: ________________________________ Date: ______________

Print PI Name: ____________________________________________