

OSPA# : _____
UNR Acct# _____
PI Name: _____
(printed or typed)

University of Nevada, Reno
Administrative Costs Justification
*Submit this form to the Sponsored Projects office
with your Transmittal Sheet (OSPA-1) and Proposal*

The following costs are normally **unallowable** as direct costs to federally sponsored projects. Direct charging of these costs may be appropriate where a particular project requires an extensive amount of administrative and clerical support which is significantly greater than the routine level of such services provided by the academic centers and if the cost is necessary and incurred specifically and exclusively for the conduct of a specific federally sponsored project. Refer to OMB Circular A-21 section F6B and memo from Tom Judy dated 12/18/97.

Please separately identify and justify why any or all of the following costs should be charged as a direct cost to the project. If not properly justified, then these costs will **NOT** be an allowable expense on the project.

Salaries of administrative and clerical staff / dollar amount

Office supplies / dollar amount

Postage / dollar amount

Non-long distance telephone costs / dollar amount

Memberships / dollar amount

APPROVED:

Principal Investigator / Date

Department Chairperson / Date

Dean or Vice President / Date

Sponsored Projects _____