



### Indirect Cost Charge Exception Form

Principal Investigator/Department: (Name and Department)		Coeus Dev or Institute Proposal Number:
Sponsor:	Sponsor Award Number:	Proposed or Current award period:

Approval is **required** to direct charge administrative and clerical salaries, as well as other administrative-type expenses. In addition to meeting the definition of exceptional circumstances, costs must be specifically identifiable to a particular sponsored project, be reasonable, allowable and allocable.

#### 1. EXCEPTIONAL CIRCUMSTANCES

The sponsored project:

- (1) Requires an extensive amount of administrative and/or clerical support or goods/services significantly greater than the routine level provided by the academic department **OR**
- (2) Is geographically inaccessible to normal departmental administrative services

#### 2. TYPES OF COSTS

Select below any costs being requested for this project:

- Administrative/Clerical Salaries
- Postage
- Local Telephone Service (Long distance charges pertaining to the project do not require an exemption.)
- Office Supplies/General Use Materials
- General Purpose Equipment (For example copiers, computers, computer peripherals and supplies.)
- General Purpose Software (Technical software required to perform the project does not require an exemption.)
- Memberships
- Subscriptions
- Photocopy charges
- Other (e.g. cell phones, utilities)

#### 3. DESCRIPTION/EXPLANATION OF COSTS

- (1) Describe the exceptional circumstances of the project. Attach additional explanation as necessary.

- (2) Describe each item being requested. For Administrative/Clerical Salaries include the name of each employee (if known), job title, and a description of the relevant responsibilities. Explain why services/items being provided to the project are significantly greater than the routine level of these services/items provided by the academic unit. Attach additional explanation as necessary.

**By signing below, the Principal Investigator, Director/Chair or equivalent agree to ensure that full compliance to the University's Cost Accounting Standards (CAS) policy is achieved and maintained. Payback of CAS violations and/or disallowed exemptions will be the responsibility of the responsible unit.**

**4. REQUIRED APPROVAL SIGNATURES**

DATE

Principal Investigator \_\_\_\_\_

Director/Chair or equivalent \_\_\_\_\_

Sponsored Programs \_\_\_\_\_

Grants Accounting \_\_\_\_\_

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*Copy to Grants Accounting / original in Awards contract file or uploaded to Coeus proposal record*