WCM prior approval steps for charging administrative/clerical salaries to a Federal award

Was the administrative / clerical employee originally included on the budget of an *awarded* Federal grant proposal?

Yes → **Was the position approved by the Federal awarding agency as per the NoA terms and conditions?**

No → **STOP! This individual cannot be charged to the Federal Award**

Yes → **No internal prior approval letter required** → **Proceed with change of funding in SAP**

No → **Submit signed copy of the administrative/ clerical prior approval request letter to OSRA for review.**

NIH

- Requests for **additional funds** should be vetted by OSRA prior to engaging sponsoring agency and submitted to NIH GMO (via OSRA) for prior approval.
- Requests for **rebudgeting of funds** should be vetted internally (by OSRA **and** the Sr. Director of Financial Analysis) for internal approval.

OTHER FEDERAL AGENCIES

Requests for **additional funds** OR **rebudgeting of funds** for admin/clerical salaries should be vetted **and** approved by OSRA **and** the Sr. Director of Financial Analysis prior to engaging sponsoring agency.

Was the prior approval request to charge administrative/ clerical salary to the Federal award approved (by OSRA and/or GMO), in writing?

Yes → **Proceed with change of funding in SAP**

No → **STOP! This individual cannot be charged to the Federal Award**

Reminders:

1) Prior approval requests cannot be retroactive;

2) Administrative/clerical support cannot be charged to the grant until approval has been received in-writing; and

3) Federal grants should not be used to subsidize the cost of any personnel who would normally be charged to departmental funds.