

Request to charge administrative/clerical salary(ies) to federally-funded award

Purpose of the template letter:

The attached template letter is recommended for use in any instance that a Principal Investigator (PI) wishes to apply salary/effort for administrative/clerical staff to a federally-funded award after the award has been issued and if the individual(s) were not originally included in the grant proposal's budget and budget justification submit to the Federal awarding agency.

How to use the template letter:

- Prior to incurring the expense on the Federal Award, the PI is required to sign and submit the attached template letter to their assigned OSRA Specialist http://osra.weill.cornell.edu/about_us/dept_assign_gco.html.
- Written acknowledgement of approval from OSRA or the Federal Awarding Agency must be received by the PI, **prior to** incurring the expense on the award.
 - **NIH Awards only** (internal use only): Address the prior approval request to the attention of the Authorized Organizational Representative for review/approval.
 - **All other Federal Agencies** (external use only): Address the prior approval request to the attention of the Grants/Contracts Management Official at the Federal awarding agency and submit the request to the OSRA Post-award Specialist. No personnel charges should be incurred on the grant until written approval is received from the agency.

As per the Uniform Guidance, **Subpart E, 200.413 – Direct Costs** (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1413&rgn=div8) *administrative and clerical salaries should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if **all** of the following conditions are met:*

- (1) Administrative or clerical services are integral to a project or activity;*
- (2) Individuals involved can be specifically identified with the project or activity;*
- (3) Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and*
- (4) The costs are not also recovered as indirect costs.*

Please note: (a) prior approval requests cannot be retroactive; (b) administrative/clerical support cannot be charged to the grant until approval has been received in-writing; and c) federal grants should not be used to subsidize the cost of any personnel who would normally be charged to departmental funds.

CORNELL

U N I V E R S I T Y

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To: *{Insert Grants Management Specialist Name}*
{Insert Federal Agency Name}

From: *{Insert Principal Investigator Name}* and Amy A. Lane, MBA, AOR

Re: Prior approval request to add administrative/clerical support to *{Grant Number}*

Dear *{Grants Management Specialist Name}*,

In accordance with the *Uniform Guidance, Subpart E, §200.413 – Direct Costs*, we are writing to request approval to add administrative/clerical support to the aforementioned grant for *{insert employee(s) name and HR-approved job title(s)}* at *{insert effort level}* effort. This request is not for approval to secure additional funds but to re-budget existing funds from *{insert where you are rebudgeting from to accommodate this cost}* to directly charge the administrative/clerical services as described below.

The approved scope of work for the above referenced grant includes the *{insert general description of activity requiring administrative/clerical support as described in the grant application (e.g., management of clinical sites)}*. These services and activities are integral to the project's success and we have identified this/these individual(s) to assume the following responsibilities *{insert list of admin/clerical duties such as collection of multiple IRB approval documentation, monitoring of site progress, consolidation/aggregation of results and progress reports, weekly phone conference arrangements, note taking/issuance of meeting minutes}*.

These administrative/clerical services are essential to the project's goals and objectives, and therefore integral to the project. The costs of these services will not be recovered as indirect costs.

If you have any questions or require additional information, please let me know.

Sincerely,

{Insert Principal Investigator Name and Date}

{Insert Authorized Organizational Representative Name and Date}