

**JUSTIFICATION FOR CHARGING CLERICAL/ADMINISTRATIVE SALARIES TO  
FEDERALLY SPONSORED PROGRAMS**

**Date Initiated:** \_\_\_\_\_

**PI/Project Dir:** \_\_\_\_\_ **Center No:** \_\_\_\_\_

**Dept:** \_\_\_\_\_ / # \_\_\_\_\_ **Sponsor:** \_\_\_\_\_

**VU Administrator:** \_\_\_\_\_ **VU Admin Phone:** \_\_\_\_\_

**Project Period:** \_\_\_\_\_ to \_\_\_\_\_ **Total Award Amt: \$** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

	Name	Account	% Effort
<b>Person(s) Budgeted/Charged:</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Include detailed justification statement in below remarks box for the appropriateness of direct charging clerical and administrative charges to above referenced project. If necessary attach additional page(s).

REMARKS:

**Principal Investigator:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**Dept Chair/Head:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**Reviewed By:** **Sponsored Research:** \_\_\_\_\_ **Contract & Grants:** \_\_\_\_\_