

**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
Person(s) Budgeted/Charged:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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: OSP/OCRA: _____ **Signature/Date :** _____

Reviewed By: OCGA _____ **Signature/Date:** _____