

# REQUEST FOR APPROVAL TO BUDGET ADMINISTRATIVE/CLERICAL SALARIES ON A MAJOR PROJECT

**P.I. NAME:** \_\_\_\_\_

**SPONSOR (Funding Agency):** \_\_\_\_\_

**PROPOSAL TITLE:** \_\_\_\_\_

OMB Circular A-21 allows administrative/clerical salaries to be directly charged on research efforts that can be defined as “major projects” and if the individual(s) involved can be specifically identified to the project. Circular A-21 defines major Project as, “*a project that requires an extensive amount of administrative or clerical support which is significantly greater than the routine level of such services provided by academic departments*”. Examples of major projects according to OMB A-21 are listed below. Check the box(s) that applies to this proposal.

Other administrative costs such as office supplies, postage, and memberships are chargeable if they are being used in “unlike circumstances”. The proposal does not have to meet the criteria for major projects to include these types of administrative costs, but they must be identified in the proposal budget and explained in the budget notes.

- Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
- Projects that involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
- Projects that require making travel and meeting arrangements for large number of participants, such as conferences and seminars.
- Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
- Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research fields sites that are remote from campus.
- Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.

**P.I. SIGNATURE:** \_\_\_\_\_

**LPL DIRECTOR  
OR DESIGNATED OFFICIAL:** \_\_\_\_\_