|  |  |
| --- | --- |
| **Creighton Fund Number (if known):** |  |
| **Principal Investigator:** |  |
| **Sponsoring Agency:** |  |

NOTE: An exemption is REQUIRED to direct charge administrative and clerical salaries and other administrative-type expenses. In addition to meeting the definition of exceptional circumstances, costs must be specifically identifiable to a particular sponsored project and be reasonable, allowable, and allocable.

#### SECTION I. EXCEPTIONAL CIRCUMSTANCES

DEFINITION: The nature of the sponsored project requires an **extensive** amount of administrative and/or clerical support and/or goods/services that are **significantly** greater than the routine level provided by the academic department (Check box(es) below, as appropriate.)

[ ]  Project from a sponsor who has **restricted the F&A rate** below Creighton University’s federally negotiated F&A rate.

[ ]  Project is **geographically inaccessible** to normal departmental administrative services (the project takes place in a site remote from Omaha).

[ ]  Project requires **extensive travel and meeting arrangements** such as, but not limited to conferences, continuing education, workshops and seminars for large numbers of participants.

[ ]  Project involves **large, complex programs** whose size, nature and complexity go well beyond the normal departmental support or there is a functional difference in work by individuals in the same job class.

[ ]  Project involves **extensive data management**, including accumulation, analysis, entry, surveying, tabulation, cataloging, searching literature, reporting, etc.

[ ]  Project whose principal focus includes the **preparation and production of manuals, large reports, books and monographs** (excluding routine progress and technical reports), software, and multimedia material.

**Sections II, III and IV are required for federal grants**

**SECTION II. TYPES OF COSTS**

(Check box(es), as applicable and complete information in Section III/IV)

[ ]  *Administrative and clerical salaries*

[ ]  *Other expenses (please specify)*

[ ]  Office equipment purchase, rental, and maintenance

[ ]  Office supplies

[ ]  Memberships and dues

[ ]  Postage

[ ]  Research equipment maintenance and repair

[ ]  Subscriptions/books/publications

[ ]  Other

# **SECTION III. DESCRIPTION/EXPLANATION OF ADMINISTRATIVE & CLERICAL SALARIES**

1. Provide name/job title and percent of effort required for administrative and clerical duties and describe their responsibilities.
2. Provide a detailed justification to explain why the nature of the work performed under this project requires an extensive amount of support that is significantly greater than the routine level of such service provided by the academic department.
3. Are these costs in sponsoring agency budget? YES [ ]  NO [ ]
4. Which Creighton University expense code is being charged?

## **SECTION IV. DESCRIPTION/EXPLANATION OF OTHER EXPENSES**

1. For each item checked in Section II, describe each item being requested, the quantity, and the cost.
2. Provide a detailed justification to explain how the expense is related specifically to the technical substance of the project or explain that there is an unusually high level of expense because of the nature of the activity.
3. Are these costs in sponsoring agency budget? YES [ ]  NO [ ]
4. Which Creighton University expense code(s) are being charged?

### SECTION V. REQUIRED SIGNATURES

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Principal Investigator Date

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Department Administrator Date

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Accounting Services Date