

## COST ACCOUNTING JUSTIFICATION Non-Personnel Costs Checklist

**Purpose:** This form is optional. It is intended to assist Principal Investigators, Research Administrators, and Financial Officers to evaluate the justification of charging costs, which are normally charged as Facilities and Administration expenses such as general purpose items, services, computers or supplies, directly to a sponsored program. If used, please attach to a Non-Personnel Cost Accounting Justification form.

“The recipient institution is responsible for ensuring that costs charged to a sponsored agreement are allowable, allocable, and reasonable.” Reference: Uniform Guidance 2 CFR 200.56

The direct charge for the purchase of general purpose items is an issue on audits. This is because many times when general use items are purchased on a sponsored program they are not used exclusively on the project. In these situations, the expense is part of Facilities and Administration (F&A) and cannot be directly charged to the sponsored program.

**If an exception is requested**, we use the preponderance of the circumstances for each purchase to determine if the exception will be approved. Please address the applicable circumstances below:

### **SECTION ONE**

**Here are some of the circumstances we use to make the determination for an exception request. Please check each statement below that applies to this situation.**

1. \_\_\_\_ The sponsored program ends more than six (6) months from the date of purchase.
2. \_\_\_\_ This computer/general purpose item was specifically budgeted for in the proposal or was listed in the budget notes.
3. \_\_\_\_ This computer has capability/capacity that is required for work on the sponsored program that is not typically available on a general purpose administrative computer.
4. \_\_\_\_ This computer/general purpose item will be used solely by a research graduate assistant, research assistant/associate, or fellow who is working **exclusively** on the sponsored program.
5. \_\_\_\_ This item will be used to support the goals and purpose of the sponsored program, other use of the computer will be minimal and not interfere with work on the sponsored program.

### **SECTION TWO**

**Please explain the method of allocation used if the expense will be split between sponsored program(s) and other budgets.\***

### **SECTION THREE**

Principal Investigator Signature and Date \_\_\_\_\_

\* Attach additional sheets for any other information that would assist in evaluating the exception request.