

AUBURN UNIVERSITY
Justification for
Administrative and Clerical Salaries
on Contracts, Grants and Cost Sharing Accounts

OMB Circular A-21, F.6.b. states that the salaries of administrative and clerical staff normally should not be charged to contracts, grants and cost sharing accounts. This may be appropriate where a major project or activity explicitly budgets for administrative or clerical services and individuals involved can be specifically identified with the project. Please note that routine administrative and clerical services cannot be prorated among sponsored projects just because no other funding is available.

Account No. (if assigned already): _____
Account Name (if assigned already): _____
College: _____
Department: _____
Project Director: _____
Project Sponsor: _____
Project Title: _____

Administrative/Clerical Personnel Involved: (One person/position and one account per form)

1. Name: _____
2. Title: _____
3. Specific responsibilities or tasks to be performed for this project:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. Why is the performance of these responsibilities and tasks unique to this project?

APPROVALS:

_____ Project Director	_____ Date	_____ Department Head	_____ Date
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Office of Sponsored Programs Date