

**University of Alaska
Request for CAS Exemption to
Direct Charge Costs Normally Treated as Indirect Costs**

Proposal Number: _____

Principal Investigator: _____

Sponsoring Agency: _____

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

SECTION I. EXCEPTIONAL CIRCUMSTANCES

Major project or activity designation:

The nature of the work performed under the sponsored project requires an extensive amount of administrative and/or clerical support and goods/services that are significantly greater than the routine level provided by the research or academic department. Check all boxes below that apply, as appropriate.

- Project is a **large, complex program** (such as Clinical Research Center, program projects environmental research & engineering research center & project that entails assembling & managing teams of investigators from a number of institutions).
- Project involves **extensive data accumulation**, analysis & data entry, surveying, tabulation, cataloging, searching literature, & reporting, such as epidemiological studies & clinical records
- Project requires **making travel & meeting arrangements** for large numbers of participants (such as conferences and seminars).
- Project principal focus is the **preparation and production of manuals** and large reports, books and monographs (excluding routine progress & technical reports).
- Project is **geographically inaccessible** to normal departmental administrative services (such as seagoing research vessels, radio astronomy projects, & other research field 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**.

Other circumstances:

- Nature of the work performed** by the administrative/clerical staff **is different** than the work performed by the administrative/clerical staff in an academic or research support office for other sponsored projects.
- Non-federal project:** The project or activity is not funded with federal or federal pass thru funds.

SECTION II. TYPES OF COSTS

(Check all boxes that apply, as applicable and complete information in Section III/IV)

- Administrative and Clerical salaries**
- Other Expenses**
 - Postage**
 - Local Telephone** (Project related long distance charges do not require a CAS exemption.)

 - Office Supplies**
 - Data Processing/Computer Supplies** (Research/lab supplies necessary for the research project do not require a CAS exemption)
 - General Purpose Software:** (Project required technical computer software does not require a CAS exemption)
 - Memberships**
 - Subscriptions**

SECTION III. DESCRIPTION/EXPLANATION OF ADMINISTRATIVE & CLERICAL SALARIES

- A. Provide FTE required for administrative & clerical duties and describe their responsibilities.

- B. Explain why the services provided to the project by the administrative/clerical staff are significantly greater than the routine level of such services provided by the research or academic unit support office.

- C. Are these costs explicitly described in proposed sponsoring agency budget? YES NO

SECTION IV. DESCRIPTION/EXPLANATION OF OTHER EXPENSES

- A. For each item checked in section II, describe each item being requested, the quantity and amounts.

- B. Explain why such items are significantly greater than the routine level of such items provided by the research or academic support unit.

- C. Are these costs in sponsoring agency budget? YES NO

SECTION V. REQUIRED ENDORSEMENTS

Principal Investigator's Signature

Date

Department Chair/Center Director's Signature

Date

College Dean's Signature

Date

Prepared By: _____

Date

Phone / Email _____

SECTION VI. REQUIRED APPROVALS

APPROVED DISAPPROVED

MAU Provost or Designee

Date

APPROVED DISAPPROVED

MAU Chief Financial Officer (CFO) or Designee

Date

If approved by MAU Provost & CFO, CAS Exemption requires SW Controller Approval

APPROVED DISAPPROVED

SW Controller

Date