



Request for Direct Charging of F&A Type Costs (DCFAC)

Name of Project or Program: _____

Name of Investigator/Director: _____

I. Type of Exception:

a. Major Project (Check all that apply)

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 which 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 numbers 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.

b. "Unlike Circumstances" for Non-Major Projects

The activities or items to be charged direct are not the same as the activities or items normally included in CSUMB's F&A cost pools.

Narrative Justification: Provide a written justification for the selection above, identifying what circumstances and tasks/activities make it necessary to charge directly items normally treated as F&A. *(Insert into this document or include as an attachment)*

Direct and F&A Costing Procedures & Guidance

II. Administrative and/or Clerical Salaries: Describe the costs requested and explain how they are specific and necessary to the project or program. *(Insert into this document or include as an attachment)*

III. Other Costs (office supplies, telephone, postage, duplication): Describe each of these costs and explain how they are specific and necessary to the project or program. *(Insert into this document or include as an attachment)*

Certifications and Endorsements

It is understood by all the undersigned endorsing this request that to withstand federal audit, the costs for which exception has been granted must conform with CSUMB's policy for Direct and F&A Cost Charging, as well as the underlying regulations contained in A-21. **The undersigned agree that all expenditures will be in strict conformance with these standards.**

Agree: _____
Principal Investigator/Project or Program Director Date

Agree: _____
Department Chair/Director of Unit Date

Agree: _____
Dean/Administrative Official Date

Approvals

Approval Recommended: _____
Sponsored Programs Office Date

Approved: _____
Corporation Controller Date

DCFAC Identification Number: _____