

**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 to the project.)

- 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 _____ ~~MAU~~ _____

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