

COLUMBIA UNIVERSITY

Charging Administration Clerical Salaries to Federal Grants Contracts

APPENDIX I

Examples of Situations Where Direct Charges May be Appropriate

The following examples are illustrative of circumstances where direct charging the salaries of administrative or clerical staff may be appropriate:

- Large, complex programs, including Program Projects, General Clinical Research Centers, Primate Centers, environmental research centers and other grants and contracts that entail assembling the 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 Lamont's research vessel, radio astronomy projects and other research field sites that are remote from the campus.

The foregoing examples are not exhaustive, nor are they intended to imply that direct charging of administrative or clerical salaries would always be appropriate for the situations illustrates in the examples. Refer to Section 9 of this policy for further guidance.

If any URL in this PDF document does not open into a webpage, please copy and paste the URL into another web browser window. You may also choose to save the PDF to your computer and open it with the most recent version of Adobe Acrobat: <http://get.adobe.com/reader/>. For further assistance, please call the CUIT Service Desk at 212-854-1919.