

Direct Versus Indirect Costs

There are costs associated with implementing a sponsored project that are program specific, and general costs incurred by the university for the administration of the program. For administrative and accounting purposes these costs are grouped into two categories - direct and indirect. Some costs, however, are not discretely direct or indirect and may appear in either category, depending on the circumstances.

General Criteria for the Treatment of Costs

This matrix indicates when a particular cost is normally charged directly or indirectly to sponsored agreements. This listing provides examples of costs most commonly associated with sponsored agreements. It is not intended to be all inclusive.

	Direct Costs (Charged to the sponsored agreement)	Facilities & Administrative Costs (Not charged to the sponsored agreement)
<i>Salaries and Wages/Fringe Benefits</i>	<i>Faculty, technicians, research associates and assistants (including graduate research assistants and other students performing scientific or technical work), postdoctoral associates and other technical and programmatic personnel that are necessary to meet the goals of the project.</i>	<i>Administrative and clerical positions, such as secretaries, accountants, office personnel (including student workers), purchasing agents and buyers, administrative activities of directors and assistant and associate directors, executive assistants, and other administrators.</i>
<i>Travel</i>	<i>Required to carry out the objectives of the sponsored agreement</i>	<i>Related to administrative activities</i>
<i>Supplies</i>	<i>Lab and scientific supplies</i> <i>Chemicals/Radioactive material</i> <i>Glassware</i> <i>Field supplies</i> <i>Compressed gases and liquids</i> <i>Animals</i> <i>Software</i> <i>Rare and precious metals and nonprecious metals</i>	<i>Office supplies</i> <i>Custodial supplies</i> <i>Parts and supplies associated with repair and maintenance of general purpose equipment and facilities</i> <i>Paper</i> <i>Forms</i> <i>Books and reference materials</i>
<i>Information & Communication</i>	<i>Printing: normally indirect unless the specific requirements of a particular</i>	<i>Printing</i>

	<p><i>project scope clearly indicates a need for a volume of costs beyond routine.</i></p> <p><i>Photocopy charges: normally indirect unless the specific requirements of a particular project scope clearly indicates a need for a volume of costs beyond routine.</i></p> <p><i>Telephone long distance (project specific)</i></p> <p><i>Postage: normally indirect unless the specific requirements of a particular project scope clearly indicates a need for a volume of costs beyond routine. Example: mass mailing</i></p> <p><i>Advertisement: recruitment of personnel approved for a specific project, recruitment of research subjects</i></p> <p><i>Reprints and page charges</i></p> <p><i>Photography</i></p>	<p><i>Photocopy charges</i></p> <p><i>Telephone - basic service, installation, repair, and line charges (including ATS, WATS, and fax)</i></p> <p><i>Cellular</i></p> <p><i>Postage (including Federal Express, etc.)</i></p> <p><i>Public relations</i></p> <p><i>General advertising</i></p> <p><i>Dues/memberships (other than those specifically required) in business, professional and technical organizations</i></p> <p><i>Subscriptions</i></p>
<i>Repairs & Maintenance & Operations</i>	<p><i>Repairs and maintenance (related to scientific and technical equipment</i></p> <p><i>Lease/rental of vehicles and other equipment</i></p> <p><i>Lease/rental of off-campus facilities</i></p>	<p><i>Repairs and maintenance (facilities and general purpose equipment)</i></p> <p><i>Utilities</i></p>
<i>Miscellaneous</i>	<p><i>Participant expenses and student/trainee noncompensatory support (training grants)</i></p> <p><i>Subject Payments</i></p> <p><i>Subawards</i></p> <p><i>Consultant's fees</i></p>	<p><i>Legal and financial services</i></p> <p><i>Insurance</i></p> <p><i>Fines and penalties (includes library fines)</i></p>
<i>Equipment</i>	<i>Lab, scientific, and field noncapital</i>	<i>General purpose noncapital equipment</i>

equipment

(includes computer and electronic devices)

*Technical and scientific capital
equipment*

General purpose capital equipment