

UTAH STATE UNIVERSITY

Direct Charge Equivalent (DCE) Statement for Proposal Submission in accordance with A-21, F.6.b

Utah State University does apply a DCE exclusion in calculating the DA component of direct cost; as required in the Federal interpretation of A-21, section F.6.b

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Sample Wording for Administrative/Clerical Salaries

Please use verbal similar to that below which best fits the description of the work to be performed on your proposed research/education project:

Project Assistant (Secretary): 50% support is required for a project assistant to coordinate required protocols; serve as liaison with collaborating faculty and institutions; review financial records/provide counsel to ensure conduct of project in fiscally responsible manner; and provide typing of manuscripts, progress reports, and correspondence directly related to this project. The PI receives secretarial support funded by the university for teaching and other university responsibilities.

Provides administrative coordination for project; prepares monthly financial statements; coordinates progress reports; serves as liaison among collaborating faculty/departments and with the agency program project office, oversees personnel and purchasing matters related to project; and advises on administrative problems.

Subject Coordinator: Will coordinate contacts and scheduling for initial evaluations of research subjects, provide assistance in data entry, transcribe tape-recorded interviews.

Salaries for Research Project Assistants (Secretary and/or Administrative Assistant) are for tasks that will specifically benefit this project, will be assigned by the PI and charged on a time reported basis, and will not exceed the percent of effort requested. These tasks should normally include technical typing and editing, library searches, data entry, copying project literature, researching and procuring project materials, making travel arrangements, computer file maintenance, computer searches, preparation of camera-ready manuscripts, and coordination of efforts between project participants.

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Sample Proposal Wording for Non Personnel Costs A-21, clause F.6.b

Project Specific Costs:

| | |
|-----------------------------------|--------------|
| Telecommunications | \$500 |
| Postage, copying | \$500 |
| Electronic communications | \$500 |
| Laboratory office supplies | \$500 |

Supply and expense items categorized as project specific are for expenses that specifically benefit this project, are reasonable and necessary for the performance of this work, and can be readily allocable to this project.

Research support supplies at \$x/month include audio tapes necessary for collection of data, computer materials necessary for data entry and analysis, and other paper goods, materials and services necessary for and related to data collection and analysis and dissemination of results [Particular research projects may choose to highlight significant charges such as “express mail” for shipping of perishable materials (cells, antibodies, and plasmids) and required reports.]

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Telecommunications: \$x/month is requested for telecommunications services provided exclusively for the benefit of this project, including equipment rental and local and toll calls to [choose appropriate] potential and ongoing project participants, colleagues and collaborators, vendors, and the funding agency. Additional costs include a data line for access to GOPHER for literature retrieval and to research databases and FAX charges directly to the research. The university provides all telecommunications services to support teaching and other university functions.

Telecommunications: The telephone system is for the exclusive use of this project. All faculty associated with the project have university-paid telephone services. \$x/month is requested for equipment rental and local calls for other project staff. In addition, \$x is included in year 1 for installation of the system in this newly provided space.