

**SUPPLEMENTAL COST ACCOUNTING STANDARDS EXCEPTION REQUEST FORM**

**PI NAME:**

**PTAO:**

I. For all Facilities and Administrative (indirect) budget items *you are requesting to treat as direct charges* on a Federal grant or an award with any federal flow through dollars, provide justification demonstrating how the unique nature of the grant validates the cost being directly charged. Include justification for each budget item. Refer to UVA Policy VIII.A.8 and VIII.A.6 at <http://www.virginia.edu/%7epolproc/pol/poltoc.html#sectionVIII> and UVA's **Cost Accounting Standards guidelines** at <http://www.virginia.edu/~sponpgm/casguidelines.htm> for further explanation. If sufficient space for explanation is not available on this form, please continue on a standard sheet and attach additional documentation as needed. **Signatory approval from the Principal Investigator is required below.**

Budget Item	Justification

**II. Transaction Controls:**

Oracle Transaction Controls have been implemented to assist with financial grants management. Below is a list of expenditure types for which transaction controls have been set. If completing the above justification, you must also check the appropriate box below.

**NOTE:** The list below is not exhaustive. These are merely items for which CAS exceptions and exemptions are most commonly requested. If you wish to charge other items which are typically considered an indirect (F&A) cost, please check the "Other" box, add the expenditure type and provide an explanation above.

<input type="checkbox"/> Eq Capital Voice & Data	<input type="checkbox"/> Eq Non-Capital Desktop Comp
<input type="checkbox"/> Eq Non-Capital Library	<input type="checkbox"/> Eq Non-Capital Mobile Comp
<input type="checkbox"/> Eq Non-Capital Office Furniture	<input type="checkbox"/> Eq Non-Capital Other Comp Equ
<input type="checkbox"/> Eq Non-Capital Voice & Data	<input type="checkbox"/> Eq Library Books
<input type="checkbox"/> Administrative Faculty Salaries	<input type="checkbox"/> Supplies, Computer Operating
<input type="checkbox"/> Supplies, Educational	<input type="checkbox"/> Supplies, Food Svc
<input type="checkbox"/> Supplies, Office	<input type="checkbox"/> Faculty Salary (TRAINING GRANTS AND FELLOWSHIPS ONLY)
<input type="checkbox"/> Other (Specify expenditure type in section 1. above)	<input type="checkbox"/> Svcs, U.S. Postal

III. For any administrative/clerical staff compensation costs you are requesting to be treated as direct charges, include the employee's name, position title, whether or not they are currently working in this administrative capacity, and a copy of their job description. [If OSP already has this specific job description on file from a previous proposal and there is no substantive change in duties, an additional job description is not necessary; simply mention that a job description has already been provided.] In addition, attach a written justification describing how the administrative position qualifies as an unlike circumstance.

Employee Name	Position Title	Currently in this Capacity?	Job Description Attached?
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> sent previously
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> sent previously
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> sent previously

**Chair Name:**

**Chair Signature:**

**Principal Investigator Name:**

**Principal Investigator Signature:**

**OSP Approval Signature:**

Date:  
Department/School:

Date:

Date:

**NOTE: Approval by the University on the use of these exceptions does not preclude the federal agency from disallowing these costs in an audit.**