

## **Administrative / Clerical Support – Direct Charging to Federal Projects**

### **Policy**

Administrative/Clerical charges will be permitted only when the following circumstances can be clearly demonstrated:

- Administrative and clerical salaries must be specifically identified with the project and support a major project or activity that requires an extensive amount of administrative and clerical support, which is significantly greater than the routine level of such services provided by academic units. Examples include:
  - Large complex programs such as research centers, program projects, resource grants, etc., that entail assembling and managing teams of investigators from a large number of institutions.
  - Projects that involve extensive data accumulation and entry, surveying, tabulation, cataloging and reporting.
  - Projects that require making substantial travel and meeting arrangements for large numbers of program participants.
  - Projects that are geographically inaccessible to normal departmental administrative services.

Administrative/Clerical costs may be allowable as direct costs if appropriately justified and if the charges meet all of the following criteria:

1. costs are required by the project's scope of work;
2. costs can be specifically and easily identified to the project; and
3. costs represent a special need which is clearly different from costs typically charged as F&A as indicated by the University's [Direct Cost Policy and OMB Circular A-21](#).

### **Examples**

#### **Off-Campus Administrative Support**

Susan Worthington, Administrative Associate II (1.0 FTE), will provide all off-site administrative support for this project, which will be conducted in Turkey, thus precluding needed administrative support for this project from being supplied by generally available University personnel. Her duties include processing personnel papers for project staff in Turkey (both those from UGA and those hired in Turkey); managing all fiscal transactions for the program and coordinating with UGA fiscal personnel; preparing and filing correspondence, manuscripts, and reports; technical data entry; and ordering and managing project supplies shipped from the U.S. and locally.

#### **Conference or Seminar Projects**

Susan Worthington, Administrative Associate II (.50 FTE), will provide administrative support for this conference grant. She is responsible for travel arrangements for all invited speakers (approximately twelve); for scheduling conference meeting space and negotiating hotel costs; advertising, receiving, and confirming participant registration (approximately 250 registrants); scheduling poster presentations and arranging poster venues; and coordinating all aspects of attendees' itineraries and travel needs. In addition, she will coordinate the publication and distribution of the conference Proceedings.

#### **Large, Complex Projects**

Susan Worthington, Administrative Associate II (1.0 FTE) will provide administrative support for the management of this program project grant (PPG). Her duties will include fiscal administration for the four research projects and two cores of this complex PPG. She will oversee personnel administration for approximately fourteen individuals; prepare and file all correspondence among PPG participants, as well as prepare manuscripts and reports, etc.; make travel arrangements annually for the six members of the External Advisory Committee; arrange and take minutes at monthly research meetings of principal project/core scientists and act as an on-site liaison with the appropriate university administrative offices for financial, personnel, compliance, and research administration matters.

**Small, Complex Projects**

Susan Worthington, Administrative Associate II (1.0 FTE), will provide technical administrative support for this project. She will individually schedule all eight after-school training sessions for each of the 300 subjects of this study, arranging for van pickup at the three elementary schools in the county and coordinating van pickup and transport to the YMCA after training/testing sessions are concluded each day.

**Extensive Data Accumulation/Management**

Susan Worthington, Administrative Associate II (1.0 FTE), will provide technical administrative support for this project, accumulating data from 275 participants living in outlying areas of the three-county region. Ms. Worthington will be responsible for photocopying and collating each of the sets of survey instruments, which number eight per set (576 pages total X 275 participants), both for the pre-test and the post-test. She will stuff, address, and mail the instruments to participants, receive and catalog incoming completed surveys and enter the survey information into the project database in accordance with established protocol.