
DIRECT COST REVIEW-JUSTIFICATION:

PLEASE COMPLETE THIS FORM FOR JUSTIFICATION OF QUESTIONABLE DIRECT COSTS

Provide the information below, plus any related attachments (copy of receipt, quote, etc).

RESET

Department:

PI Name(Please Type or Print):

Please review the following questions before proceeding:

- 1) Can the cost be specifically identified with a particular award with relative ease and accuracy?
- 2) Does the cost provide a direct benefit to the award/grant?
- 3) Is the cost allowable in accordance with all applicable regulations, terms, conditions, policies, and procedures?
- 4) Would you require this cost/expense if you did not have or receive the grant/award in question?
- 5) If the direct cost is salary, is the employee's role directly related to the sponsored project's scope of work?
- 6) Please visit the Sponsored Program Website for [additional guidance](#)

Provide applicable information:

Proposal: **Cayuse SP Number:**

Grant: **Index Number:** **Fund Number:**

Document Number (if applicable [i.e. PO, SPA, TE, IRB, PP, etc.]) or Employee Name (Question 5):

Project Title and Granting Agency:

Expense Description:

Expense Justification (please detail the relation of this expense to the grant):

Requestor/PI Signature and Date:

SPA Signature and Date: