



# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### CONTRACTS AND GRANTS (RESEARCH)

#### Section: 150-42 SUPPLEMENT II

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### SUPPLEMENT II

#### EXAMPLES OF MAJOR PROJECTS

Examples are provided below to be used in determining when salaries of administrative and clerical staff may be in support of a "major project." These are only examples and should not be considered a comprehensive listing of all possible situations.

Section I. below quotes the text of [OMB Circular A-21](#) Exhibit C. Section II. provides additional examples of types of activities in support of major projects.

#### I. OMB Circular A-21: Cost Principles for Educational Institutions, Exhibit C:

"Examples of 'major project' where direct charging of administrative or clerical staff salaries may be appropriate.

- Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
- Projects that involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
- Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
- Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
- Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research field sites that are remote from campus.
- Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.

These examples are not exhaustive nor are they intended to imply that direct charging of administrative or clerical salaries would always be appropriate for the situations illustrated in the examples. For instance, the examples would be appropriate when the costs of such activities are incurred in unlike circumstances, i.e., the actual activities charged direct are not the same as the actual activities normally included in the institution's facilities and administrative (F&A) cost pools or, if the same, the indirect activity costs are immaterial in amount. It would be inappropriate to charge the cost of such activities directly to specific sponsored agreements if, in similar circumstances, the costs of performing the same type of activity for other sponsored agreements were included as allocable costs in the institution's F&A cost pools. Application of negotiated predetermined F&A cost rates may also be inappropriate if such activity costs charged directly

were not provided for in the allocation base that was used to determine the predetermined F&A cost rates.”

**II. Additional Examples of Activities in Support of “Major Projects”**

- Computer research work
- Competitive procurement (large equipment, consultant contracts, etc.)
- Conducting a telephone survey
- Coordinating and managing subcontracts
- Coordinating *extensive* travel and meeting arrangement
- Creating and maintaining budgets beyond the *routine*
- *Extensive* data entry
- *Extensive* research accumulation
- *Extensive* interviewing (e.g., human subjects, data collection, etc.)
- Managing projects with multiple sites
- Planning and organizing large conferences
- Preparing manuscripts/publications beyond the routine
- Preparing materials for presentation beyond the routine
- Project-related transcribing beyond the routine