

This is a reminder that **computers, office and computer supplies, administrative salaries, local telephone services, subscriptions and memberships may not be charged directly to federal grants** according to the federal cost accounting standards.

Memberships may be charged to a federal research grant only if the cost of attending a conference or seminar is less for members, including the membership, than for non-members. In response to recent audits, RSP now requires documentation of this cost savings at the closeout of federal grants. Effective immediately, please provide documentation of the cost savings described above to SVM Business Services before charging any membership to a federal grant.

MDS accounts defaulting to federal grants cannot be used for items prohibited by the federal cost accounting standards. Please contact SVM Business Services if you need to set up a separate MDS account on non-federal funding.

Exceptions will be approved on a case-by-case basis (e.g. computer solely dedicated to run a piece of lab equipment for a specific project - no e-mail, internet searching, proposal preparation, etc. will be done on the computer). Please provide documentation supporting the exception to SVM Business Services before purchasing any unallowable item listed above.

We will also identify past charges that must be transferred off the federal grant if appropriate documentation is not provided. Additional information on the procedural changes will be provided to your department administrator.

Although the list of unallowable charges has not changed, the information required by RSP to support these charges has necessitated the additional documentation. RSP is responsible for enforcing federal grant management policies and is responding to recent audits citing unallowable charges. Please let me know if you have any questions. Thanks!

Sue

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