

**Boston University**

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Office of the Provost



**Memorandum**

**To:** Deans, Department Chairmen, Center Directors and Faculty  
**Date:** March 29, 1999

**From:** Dennis Berkey  
*Dennis*

**Subject:** Guidelines for Budgeting and Accounting for Administrative and Clerical Expenses on Federal Sponsored Projects

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Please find enclosed the final Guidelines for Budgeting and Accounting for Administrative and Clerical Expenses on Federal Sponsored Projects. As you may recall, these guidelines have been developed in response to recent changes in government policies relating to sponsored program accounting. Since November, when the guidelines were circulated in draft form, many of you have shared your concerns about the ramifications of the new federal requirements in managing your sponsored projects. I am very grateful for your thoughtful and helpful comments.

To the extent possible, your concerns have been addressed in the final guidelines. To clarify the circumstances under which certain non-salary administrative expenses can be charged to federal sponsored projects, the University has made several adjustments to its accounting system. In early March, the Office of the Comptroller issued a new edition of the Accounting Object Codes Manual incorporating those adjustments. For your reference, the revised descriptions of those operating expense codes most affected by the policy changes are attached to the final guidelines. Please review them carefully.

The guidelines also clarify the conditions under which administrative and clerical salaries may be charged to federal sponsored projects. Since November, we have worked closely with deans, department chairmen, and faculty to identify currently-funded projects which qualify as "major projects" under these guidelines. Administrative and clerical salaries may continue to be charged to such projects. In preparing the University's FY 2000 budget, we have also made efforts to provide resources for essential administrative and clerical positions which can no longer be charged to federal sponsored projects.

Please note that these final guidelines are effective immediately for proposals being submitted to federal agencies for new or continuing projects. If you need assistance in implementing them, please consult with the Assistant Director in the Office of Sponsored Programs who is assigned to your school or department. As of July 1, 1999, the guidelines will be effective for all expenditures or accounting transactions on existing federal awards. If you have not already done so, you and your staff should begin using the revised accounting object codes now. Thank you for your cooperation.

cc: Research Administrators