

Cost Accounting Standards (CAS) Exception Request

Project Title:

Pre-Award Request – EPEX #

PI Name:

Post-Award Request – Account #

LINE ITEM	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Admin/clerical salary and fringe						
Alterations/renovations						
General computer service/ networking						
General computer supplies						
General purpose equipment						
Membership dues						
Office supplies						
Postage						
Staff recruitment/relocation						
Subscriptions, books, and Periodicals						
Local telephone						
Pager and cell phones						
Other						
TOTAL						

Certification: By signing this form, I certify that I am familiar with University policy that the above listed costs are not normally appropriate as direct costs. For retroactive approvals, I understand that if the costs are not authorized or are disallowed, the costs will be transferred to an appropriate non-sponsored account and may not be transferred to another sponsored agreement. In accordance with OMB Circular A-21 and the Emory Cost Principles Policy, **I certify that these costs are extraordinary and are uniquely needed to fulfill the scientific/technical purposes of this project which follow as an explanation of need** (*outline the unique, extraordinary scientific/technical needs of the project that necessitate direct charging the costs detailed above – attach additional pages as needed*):

PI Signature/Date

Chair Signature/Date

ORFS Signature/Date