

Direct & Indirect Costs

This is a representative list of acceptable direct and indirect costs. It is not intended to be all-inclusive. Some costs are not discretely direct or indirect, and may appear in either category, depending on the circumstances.

Direct Costs can be itemized in a sponsored program or project budget and must be clearly identified in a budget justification. Indirect Costs may not be itemized but may be recovered through the Indirect Cost Rate applied.

Direct Costs	Indirect Costs
<p>All costs directly attributed to the execution of a specific program or project. All costs must be Allowable, Allocable, and Reasonable, as described on the Office of the Comptroller's Allowable, Allocable, and Reasonable Costs webpage, and follow 2 CFR Part 200, Subpart E – Cost principles of Uniform Guidance.</p> <p>A full list of costs is available on the Office of the Comptroller's Accounts webpage, under "Expense Account Hierarchy".</p>	<p>A percentage rate applied to the direct costs of a program or project for the purpose of recovering the portion of Facilities and Administrative (F&A) costs that support sponsored research projects, but are not directly charged to sponsored research projects.</p> <p>Please refer to the Office of the Comptroller Facilities & Administrative Costs page for more information on these rates.</p>
<p>1. Personnel Costs Salaries, wages, fringe benefits, tuition remission</p> <ul style="list-style-type: none"> - Principal Investigators - Research Associates - Postdoctoral Associates - Laboratory Technicians - Graduate Research Assistants - Student Employees - Technical & Programmatic Personnel 	<p>Administrative and Clerical Personnel Costs Salaries, wages, fringe benefits not attributed directly to a specific project or program</p> <ul style="list-style-type: none"> - Administrative assistants - Staff assistants - Department administrators - Accountants/ Financial Analysts - Office Personnel, including student workers - Administrative activities of Directors and Assistant/ Associate Directors, Fiscal Officers, Vice Presidents, President, Executive Assistants, and other professional administrators. <p>See Special Purposes and Circumstances for exceptions.</p>
<p>2. Scientific/ Technical Information Technology Costs (Program/ Project Specific)</p> <ul style="list-style-type: none"> - External information technology services (e.g. programmer, developer, web designed) - Hardware and software directly and fully attributed to a specific sponsored project 	<p>General purpose hardware, personal electronics and services</p> <ul style="list-style-type: none"> - Copiers, printers, scanners, cameras, projectors, external drives, DVD recorders, TVs and display monitors - Computer networking costs (network cables)

		<ul style="list-style-type: none"> - Service/ Maintenance Agreements <p>See Special Purposes and Circumstances</p>
3.	Technical/ Scientific Equipment (e.g. microscope)	General purpose equipment (e.g. office furniture)
4.	<p>Travel The most economical costs required for the purpose of executing the sponsored project requirements. See 2 CFR 200.473 Transportation Costs.</p> <ul style="list-style-type: none"> - Airfare/ Rail fare/ Bus fare - Lodging - Meals & Incidentals - Rental Car - Registration Fees - Mileage - Baggage Fees - Parking - Taxi/ Shared Car Services (e.g. Uber/ Lyft) - Public transportation (subway/ regional rail/ city or county bus services) - Change/ cancellation fees beyond the control of PI or other personnel (does not include personal reasons) - Foreign currency translation expenses 	
5.	<p>Participant support costs</p> <ul style="list-style-type: none"> - Stipends - Tuition & Fees - Travel - Other miscellaneous <p>Note: These are not human subject incentive payments. Participants are individuals or trainees who are not employees but are participating in connection with conferences or training projects. These costs must be specifically allowed by the sponsor.</p>	
6.	<p>Printing, binding, copying and postage costs (including UPS) when project scope clearly indicates a need for a volume of activity beyond routine.</p> <ul style="list-style-type: none"> - Publication costs - Surveys - Conference presentations/ posters - Mass mailing 	Printing, binding, copying, and postage for general purpose activities , or within the volume of routine activity.

	- Photo printing	
7.	Rental of space (away from University) for the purpose of executing a specific sponsored program or project.	Rental of Drexel University Facilities (on-campus)
8.	Subcontracts	
9.	Supplies <ul style="list-style-type: none"> - Laboratory supplies & equipment - Scientific supplies - Chemicals/ Radioactive material - Glassware - Field supplies - Gases and liquids - Rare and precious metals and nonprecious metals - Microfilms - Test tubes - Instructional supplies 	Supplies for office and general purposes <ul style="list-style-type: none"> - Books and reference materials - Custodial supplies - Water coolers - Pens, pencils - Paper - Forms - Files/ folders/ binders - Staplers/ staples - Tape dispenser - Calculator - Tissues - Coffee/ tea makers and related supplies
10.	Communication Charges <ul style="list-style-type: none"> - Telephone charges for long-distance, and only when necessary to carry out the objectives of the project (e.g. partners in another country) - Communication charges for collaborative work on the project (e.g. conference line) 	Communication Charges <ul style="list-style-type: none"> - Telephone charges <ul style="list-style-type: none"> o Local calls o Basic line charge - Cell phones and service contracts - Fax machine - Internet
11.	Purchased Services <ul style="list-style-type: none"> - Consultants - Vendors 	Purchased Services for general purposes <ul style="list-style-type: none"> - Legal services - Audit services - General vendors
12.	Animals and Animal Care	
13.	Patient Care Costs	
14.	Other <ul style="list-style-type: none"> - Human subject payments and incentives - Temporary lease/ rental of equipment - Temporary lease/ rental of off-campus facilities - Repairs and maintenance related to scientific and technical equipment 	Other <ul style="list-style-type: none"> - Repairs and maintenance (facilities and general purpose equipment) - Space rental (non-temporary) - Membership Dues - Subscriptions - Periodicals - Laundry and dry cleaning

<ul style="list-style-type: none"> - Insurance expenses for project-dedicated equipment - Advertisement (approved for a specific project for recruitment of personnel or research subjects) - Honorariums (approved) - Awards (approved) - Patent expenses (see 2 CFR 200.448 Intellectual Property) 	<ul style="list-style-type: none"> - General advertising - Utilities - Licenses - Insurance for facility or building - Accreditation expenses - Bank fees - Custodial services - HVAC supplies and services - Electrical or plumbing expenses - Hospitality
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Special Purposes and Circumstances

- Personnel costs

- o **Administrative & clerical salaries, wages, fringe benefits** may be budgeted as a Direct Cost when an allocable, and trackable, portion (or all) of an individual’s job responsibilities, are solely dedicated to execution of project activities of which the research, program, or project are directing benefitting.
- o **Staff development** that is budgeted, and approved by the sponsor, that is for the sole purpose of and necessary for executing project activities may be budgeted as a Direct Cost. This does not include general professional development.
- o **Background checks** for personnel whose salary, wages, and fringe benefits are budgeted 100% on a sponsored program or project may be budgeted as a Direct Cost and approved by the sponsor.
- o **Recruitment costs** for potential personnel budgeted as “To Be Named” positions. These recruitment costs can be budgeted as direct costs and must be approved by the sponsor. These costs may only include lodging, airfare, and print advertising costs for potential recruit. It does not include meals.

- Hardware, personal electronics and services

- o **Hardware/ software/ cell phones & contracts/ tablets/ encryption devices** may be budgeted as Direct Costs when they are to be used for the sole purpose of executing sponsored project activities. These items must be budgeted, approved by the sponsor, and not used for any other purpose outside the sponsored program or project it is intended to benefit.

Explicitly unallowable costs on Federally Sponsored Projects:

- Goods or services for personal use
- Memberships
- Public Relations costs
- Alumni activities
- Debt
- Commencement costs
- Entertainment
- Fines and penalties
- Fundraising
- Lobbying

- Losses on other sponsored agreements
- Marketing
- Student activity costs
- Hospitality costs in conjunction with shows and special events

