General Lab Supplies Cost Allocation Form

PI Name: **Department:**

UVA Cost Allocation Methodology

Instructions:

1. Identify the type of general lab supplies (can include multiple expenses) and determine the appropriate expense distribution based on how it will be used.
2. If the expenses are used on multiple projects fill out Part 1 by listing all related worktags (sponsored and non-sponsored). Fill in the allocation base numbers and the form will calculate the percentage.
3. If the expenses will only be used for the work on one grant fill out Part 2 and provide the worktag. If there is only one active grant in your lab you can just check the box. If your lab has multiple active grants and you are only charging one grant please provide justification for how you will ensure the expenses will only be used towards the work of the one grant.
4. Please create separate forms for different type of expenses if allocating based on different methodology. This form must be included as part of the purchase supporting document for general lab supplies.

Type of Expenses:	

Expense Distribution: *Must select one or the other

     Multiple Worktags - If checked fill out part 1 only

     Single grant - If checked fill out part 2 only

Part 1 - Multiple Worktags

Charging Worktags											Total
	Grant		Grant		Grant		Grant		Grant		
	DN or Gift		DN or Gift		DN or Gift		DN or Gift		DN or Gift		
	Project		Project		Project		Project		Project		
	Additional Worktags as needed		Additional Worktags as needed		Additional Worktags as needed		Additional Worktags as needed		Additional Worktags as needed		
A	Number of FTEs										
	Allocation %										
B	Square Footage										
	Allocation %										
C	MTDC Budget total										
	Allocation %										
D	Other										
	Allocation %										
	*Describe the OTHER methodology :										
E	Proportional Benefit/Uses %										

Part 2 - Single Grant

Grant Worktag: _____

Single Active Grant in Lab

If you have multiple active grants in your lab but are only charging one please provide justification:

Authorization:

I as the PI authorized the above allocation being used for this type of purchase.

This form is valid from _____ to _____ (maximum length at 1 year)

PI Signature _____ Date _____