

**Research Accounting  
Administrative Expense Form (Sponsored Awards)**

Award Number	
SmartTag Number	
Sponsor Name	
Principal Investigator	

**Section I. Type of Research Project**

Please select all that apply:

- Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
- Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
- Projects that require making travel and meeting arrangements for a large number of participants, such as conferences and seminars.
- Projects whose principal focus is the preparation and production of manuals and large reports, books, and monographs (excluding routine progress and technical reports).
- Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research field sites that are remote from campus.
- Individual projects requiring project-specific database management, individualized graphics or manuscript preparation; human or animal protocols; and multiple projected-related investigator coordination and communications.

# FLORIDA ATLANTIC UNIVERSITY™

DIVISION OF RESEARCH

**Section II.**

Please select an applicable spend category, specify the amount, identify the expense item and for justification, include a “detailed explanation” of why the item is necessary for the project.

ITEM		PURPOSE	
	Postage		
	Software		
	Office Supplies		
	Computer, Tablet, Laptop or iPad		
	<i>Custodian*</i> <i>(Primary User)</i>	<i>Name:</i>	
	<i>Location</i>	<i>Building Number:</i>	<i>Room Number:</i>

*\*Custodian: An FAU employee responsible for a designated item. They are the person who uses the item on a regular basis and can readily locate or provide information about the item.*

Form Completed By	
Date of Completion	
Phone Number	
Email	