**Personnel Justification**

**Senior Personnel** *(Do not provide individual salary information.)*

*XXX, PhD,* Principal Investigator will receive *X academic months, X summer months* support for each year of the project. *Dr. XXX* is a *X of X* at the University of Massachusetts Lowell and will be responsible for the overall coordination of the project and supervision of the project personnel. *Provide additional detail here of relevant work or accomplishment, showing suitability to the project*

*Co-I Name, Co-I,* will receive *X academic months, X summer months* support for each year of the project. He/she will…….

**Other Personnel** *(includes non-key personnel, that is, members who will not be playing a leadership role, but will contribute through their labor, such as graduate students, postdocs, technicians, etc.)*

*XXX*, Data Analyst will receive *X academic months, X summer months* support each year of the project. The data analyst will *(provide detail of what the DA will be doing on this project).*

*XXX*, Project Manager will receive *X calendar months* support each year of the project. The project manager will *(provide detail of what the PM will be doing on this project).*

TBN, Post-Doctoral Fellow will receive *X calendar months* support each year of the project. The post-doctoral fellow will *(provide detail of what the PD will be doing on this project).*

TBN Doctoral Student Research Assistant will receive *X academic months, X summer months* of calendar support each year of the project. The RA will *(provide detail of what the RA will be doing on this project).*

*XXX*, Secretary will receive *X calendar months* support each year of the project. The secretary will *(provide detail of what the secretary will be doing on this project).*

**Administrative, Secretarial, and Clerical Support Salaries:** In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. However, examples of situations where direct charging of these salaries may be appropriate may be found at [45 CFR 75.403](http://www.ecfr.gov/cgi-bin/text-idx?SID=22e841b836b64c2a679a9038cd8d7767&mc=true&node=se45.1.75_1403&rgn=div8).

Inclusion of such costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency; and
4. The costs are not also recovered as indirect costs.

Requests for direct charging for administrative, secretarial, or clerical personnel must be appropriately justified here in the "Personnel Justification." For each individual classified as administrative/secretarial/clerical, provide the name; percent effort; role; and a justification documenting how they meet all four conditions. NIH ICs may request additional information for these positions in order to assess allowability.