

# Proportional Distribution Authorization for Federal Grant Acquisitions - Rebudgets

Federal costing guidelines require institutions to document the allocability and reasonableness of the distribution of the costs when costs an item(s)' cost is distributed across multiple projects. To comply with this requirement the following worksheet has been developed. The PI for each of the account designated below must sign before the associated rebudget can be processed.

Please note that if an industry sponsored account is identified in the distribution you will need to confirm the allowability of the charge to the account with Industry Relations. Typically industry accounts cannot be used for the acquisition of equipment.

*By my signature, I certify, the purchase of the \_\_\_\_\_ and the proportional distribution of cost for the instrument are consistent with the relative expected use of the instrument during the remaining period for each project shown. The purchase is a necessary and reasonable acquisition for completing the project's scientific goals as outlined in the project narrative. In addition the acquisition will not result in a change in the project's specific aims or scope of work (1).*

Chartfield/Account (Enter)	Total cash	Percentage	Reasonable Expected Use Over Next Year				PI Name (Enter Name)	Signature (Required)
		Enter expected Percent Usage	Calender Mos. Usage		Weeks Usage			
33-	\$3,000.00	19.35%	2.32	Mos.	9.3	Wks	John Doe	
33-	\$2,500.00	16.13%	1.94	Mos.	7.7	Wks	John Doe	
33-	\$1,500.00	9.68%	1.16	Mos.	4.6	Wks	Jane Doe	
33-	\$1,500.00	9.68%	1.16	Mos.	4.6	Wks	Jane Doe	
33-		0.00%	0.00	Mos.	0.0	Wks	Bill Doe	
33-	\$2,000.00	12.90%	1.55	Mos.	6.2	Wks	Bill Doe	
33-	\$5,000.00	32.26%	3.87	Mos.	15.5	Wks	John Smith	
	\$15,500.00	1	12		12 mos			

(1) If the purchase of the proposed item will result in a change in specifics aims I am aware of my responsibility to contact the Office of Research to ensure sponsor prior approval is secured prior to signature.