

Department Request to Allocate an Expense Across Multiple Projects

PI:		Total Expense Amount: \$
Chart String 1:	% of Expense: %	Description of Purchase:
Chart String 2:	% of Expense: %	
Chart String 3 (if needed):	% of Expense: %	
	Total: 100%	

As Principal Investigator, I certify that these percentages represent the proportional benefit to each project to the best of my knowledge. I have used the methodology selected/described below to determine these percentages. I also understand that the following methodologies are prohibited:

- Placing the full cost on only one award when the cost benefits more than one award
- Splitting the costs evenly across the projects (based simply on the number of projects)
- Project Budgets (i.e. allocating the bulk of the costs to the project with the larger budget)
- Available Funds (i.e. allocating the bulk of the costs to the project with the larger balance)

PI Approval (or note if email approval attached): _____

Staff Member Review: _____

BA Approval: _____

Choose one of the following and fill in supporting information (e.g. number of FTEs per project):

<p>A. <input type="checkbox"/> Effort for each project:</p> <p>1: % 2: % 3: %</p>	<p>D. <input type="checkbox"/> Number of FTEs who will use this item for each project:</p> <p>1: FTE 2: FTE 3: FTE</p>	<p>G. <input type="checkbox"/> PI time in lab for each project:</p> <p>1: % 2: % 3: %</p>	<p>J. <input type="checkbox"/> Other: Detailed description of allocation method used:</p>
<p>B. <input type="checkbox"/> Square footage used for each project:</p> <p>1: sq ft 2: sq ft 3: sq ft</p>	<p>E. <input type="checkbox"/> Number of experiments that will require this item, per project:</p> <p>1: experiments 2: experiments 3: experiments</p>	<p>H. <input type="checkbox"/> Linear footage of bench space being used for each project:</p> <p>1: ft 2: ft 3: ft</p>	
<p>C. <input type="checkbox"/> Number of people who will use this item for each project:</p> <p>1: people 2: people 3: people</p>	<p>F. <input type="checkbox"/> Usage Records (supply logs, copier logs, hours used logs) as described below:</p> <p>1: 2: 3:</p>	<p>I. <input type="checkbox"/> Amount of lab-staff time in lab for each project:</p> <p>1: % 2: % 3: %</p>	