

HSCEP OP 65.04, ATTACHMENT A: General Provisions for Allowable and Unallowable Costs can be found in 2 CFR Part 200 Subpart E General Provisions for Selected Items of Cost: https://www.ecfr.gov/cgi-bin/text-idix?SID=164a66ee4b8fbfe0a4d375faab80badb&mc=true&node=se2.1.200_1403&rgn=div8

Common Allowable Direct Costs (this is only a general listing; sponsor guidelines prevail):

- Salaries, wages and fringe benefits*
- Materials and supplies
- Animal care
- Publication costs
- Professional services
- Laboratory services
- Consultant fees
- Subcontract costs
- Off-campus space rental
- Participant costs
- Travel (subject to restrictions)
- Advertising for recruitment of direct personnel
- Equipment/capital expenditures (subject to award agreement)
- Maintenance and award costs
- Scholarships, fellowships and student aid; when the purpose of the project is to provide training or if the sponsor allows tuition remission

*Salaries, wages and fringe benefits of administrative and clerical staff should normally be treated as F&A (indirect) costs. Direct charging of these costs may be appropriate, when allowed by the sponsor or specified as allowable in the sponsor guidelines, where a major project or activity explicitly budgets for administrative or clerical services and individuals involved can be specifically identified with the project or activity.

Common Unallowable Direct Costs (this is only a general listing; sponsor guidelines prevail):

- Books and journal subscriptions (considered indirect costs)
- Communication costs including local and long distance telephone calls, express mail, and postage (considered indirect costs)
- Dues or membership fees (considered indirect costs)
- Advertising and public relation costs that include costs of convocations or other events related to instruction or other institutional activities, costs of displays, demonstrations, exhibits, meeting rooms used in conjunction with special events, and associated salaries/wages
- Honoraria
- Cost of alcoholic beverages
- Food
- Costs incurred for, or in support of, alumni activities
- Any losses arising from uncollectible accounts, related collection costs and related legal costs
- Costs of local civil defense projects not on institution's premises or capital expenses for civil defense purposes
- Commencement and convocation costs
- Contributions to contingency reserve for events which cannot be foretold with certainty as to time of occurrence, intensity or with an assurance of their happening
- Defense and prosecution costs of criminal and civil proceedings
- Value of donated services and property made by the institution regardless of the recipient. The value of donated services and property may be used to meet cost sharing or matching requirements.
- Entertainment costs
- Capital expenditures for general purpose equipment, buildings, and land, except where approved in advance by sponsoring agency. Capital expenditures are unallowable as F&A costs.

- Fines and penalties resulting from violations of laws or regulations
- Goods or services for personal use
- Cost of housing and personal living expenses for/of the institution's officers
- Interest, fund raising, and investment management costs
- Lobbying costs
- Losses on other sponsored agreements or contracts
- Costs for civic or community organizations
- Country club membership or social dining club organizations
- Costs incurred prior to the effective date of the sponsored agreement, unless approved by the sponsor
- Cost of selling and marketing products or services of institution
- Severance pay – not allowed unless required by law
- Costs incurred for intramural activities, student publications, student clubs are unallowable unless specifically provided for in the sponsored agreement.
- Airfare costs in excess of the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare (see HSCEP OP 79.06)
- Office supplies for departmental use, including computers