

**OMB A-21 Exception Request  
Internal Only**

**Mississippi State University  
Sponsored Programs Administration**

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Department

\_\_\_\_\_  
SPA Proposal #

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Sponsor

The U.S. Office of Management and Budget (OMB) Circular A-21 requires that certain expenses be treated as indirect costs and paid for through the indirect (F&A) mechanism. To qualify as a direct charge on a sponsored project, costs normally considered F&A must be charged in a timely manner and must be consistent with established institutional policies and practices. MSU procedure regarding which costs can be charged directly to sponsored projects and which expenses may qualify as A-21 exceptions can be found at [www.spa.msstate.edu](http://www.spa.msstate.edu). This form should be forwarded to Sponsored Programs Administration.

**Check each exception requested (If administrative/clerical is checked, complete Section I. For all others checked, complete Section II)**

Administrative/Clerical	SPA USE ONLY	Postage	SPA USE ONLY	SPA Comments:
Subscriptions/Books/Periodicals		Office Supplies		
General Purpose Office Equipment		Telecommunications		
Membership Dues		Other		SPA initials: _____

**I. For administrative/clerical salaries, please complete the fields below.**

1. Name of administrative/clerical employee

2. Job Title

3. % Effort

4. Describe the specific duties that will advance the scientific, technical, and/or programmatic requirements of this federally funded project and that differentiate these duties from typical departmental administration.

**II. For all other exception types, please complete the fields displayed below.**

1. Provide a complete description of the items you wish to directly charge, providing quantity and unit price:

2. Explain why each item is necessary for the completion of the project and how each item is related to specific aims or objectives of the project, as well as how each item meets a special project need and is different from similar items provided by the department and are treated as F&A costs:

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Dept. Head Signature

\_\_\_\_\_  
Dean Signature