

Cost Justification

INSTRUCTIONS: Please complete all fields as applicable.

Date: _____

Total Amount of Expense: _____

1. Why is the expense necessary for the research being performed in this project? (i.e., how does it benefit the project?)

2. Provide a description of how the expense was identified and quantified. Please note that the expense must have been incurred during the period of performance of the project.

3. How is this purchase **reasonable**, **allowable** and **allocable** based on the terms and conditions of the receiving project?

4. Has the award ended and a final financial report been completed? Y ☐ N ☐
If Yes, Sponsor's approval may be required.

COMPLETED BY:

Name: _____

Signature: _____

Email Address: _____

Phone Number: _____