



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
**Cost Allowability Form**  
**Request for Additional Explanation / Justification**

Date: \_\_\_\_\_

PI/PD: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Description of Proposed Expenditure:

Amount: \_\_\_\_\_

Please provide an explanation to the items checked below:

1. Please explain how this cost benefits the intent of the sponsored program.

\_\_\_\_\_

2. This transaction appears to duplicate a cost that has already been charged to the sponsored program. Please explain.

\_\_\_\_\_

3. Is this a cost that benefits more than one sponsored program or UTRGV function?

\_\_\_\_\_

a. It is incurred solely to advance the work under the sponsored agreement, or

\_\_\_\_\_

b. It benefits this project and also other projects or functions at UTRGV. The following method will be used to allocate the costs to more than one program:

\_\_\_\_\_

4. This cost appears to be one that is generally considered an "indirect cost"; that is, it is usually not an allowable direct charge to a sponsored program. Please explain the circumstances in which this is an appropriate charge to the program in this instance.

\_\_\_\_\_

5. Please explain why this cost is "allowable" given the restrictions referenced below:

\_\_\_\_\_

a. UTRGV HOP Policy:

b. Terms and conditions of the award/contract:

c. Sponsor regulations and policy:

\_\_\_\_\_