

General Departmental Office Supplies, Dept Funds ONLY

Binders
Calendars
CD's, Zip Disk
Color Cartridges, Multi-purpose
Copier paper, pads, notebooks
Desk Accessories
Envelopes (all sizes)
First Aid Kits, refills
Folders, insert and hanging
Garbage cans
Glue
Hand Soap

Labels
Laser Pointers
Mops, brooms
Pens, Markers, Sharpies
Scissors
Staplers, staples
Rubber bands, rulers, paperclips
Tape, packaging tape, dispenser
Toners
White out
Whiteboards, pens, erasers

General use charges are considered part of overhead and may not be charged to a grant. This includes general OFFICE SUPPLIES (pens, paper, staplers, folders, etc.). If you need a large quantity of this kind of material strictly for research use, this must be stated as an exception on the purchase request/for the file. If you have questions about whether an item is appropriate for a grant, please ask in the office. We are happy to order items that are not in stock off a departmental budget.

Subscriptions & Journals are not eligible unless they are part of a membership. It is very difficult to justify a subscription as DIRECTLY AND UNIQUELY benefit to a particular grant; however, if you choose to purchase the subscription on the grant this justification must be provided. Unfortunately, the justification of "keeping abreast of current research in the field" is considered too general to be unique to a grant. Memberships are not eligible on grants UNLESS the membership is required to attend meetings/present posters. This must be stated on the request. It is also required that you actually do attend a meeting relating to that membership in that year.

Subscriptions and Memberships always come up as questions, but the NIH has disallowed them as eligible charges on grants UNLESS they are required to attend meetings where data from the grant is being presented. The rule that governs eligibility is basically that a charge must be all three of the following:

- 1) easily identifiable with the research aims of the project
- 2) Uniquely beneficial to the project (ie, doesn't support various purposes such as your research, teaching, administrative, etc.)
- 3) directly beneficial (ie, can't do the project without the charge).

Books follow in the same category, even if kept in the lab. They must be justified as UNIQUELY beneficial to a particular grant project. In most cases are not eligible on federal grants, including training grants. This includes textbooks, scientific books, etc. and must "specifically and uniquely" benefit a particular research project: the book cannot simply support science in general, or the acquisition of general scientific knowledge. http://www.washington.edu/research/gca/ref/cas10_01.html

Research Lab Supplies, Grants Budgets okay

Batteries for lab equipment
Chemistry notebooks
Electrical tape, lab waste tape
Forceps, specialty scissors
Garbage bags for lab waste
Lab waste containers
Mechanical pens & pencils
Specialty cartridges for specific papers, posters
Specialty lab soap, detergents
Rubber cement glue
Zip disk used for research data

Computers and software are only eligible on research grants, IF they meet the following criteria:

- used specifically and uniquely on a particular research grants(s)
- are not used as multi-purpose machines for student activities, web surfing, email unrelated to research, etc.
- documentation or a statement must be provided on all orders (purchasing, stores, procard, check request (reimbursement to Individual) stating that the item is only used for the specific research project(s) where the item is purchased.
- if purchasing software, state what the software is and if general purpose (ie, MS Office), state how the software will be used in support of the project.
- check with PI if they have a non-federal budget available that would probably be more appropriate for these purchases.