Memorandum

To: (Insert Name of Grants and Contracts Analyst Dealing with Project)

From: (Insert Principal Investigator’s (P.I.’s) Name)

Date: (Insert Today’s Date)

Re: Unlike Circumstances for Secretarial Services for (Insert Name of Program)

(Insert Name of Grants and Contracts Analyst Dealing with Project):

The \_\_\_\_\_\_\_\_\_(Name of Grant Program)\_\_\_\_\_ program involves unusual, unlike circumstances in connection with the secretarial category. This program requires a significant amount of project specific material preparation, special mailings targeted to \_\_\_(Audience)\_\_, and arrangements for meetings. This position supports the individuals working on this project and is not a regular secretarial classified position like the ones included in the organization’s indirect cost proposal submitted to HHS. The above requirements are over and above traditional departmental secretarial duties. This position would not exist except to fulfill the requirements of the grant and will cease to exist upon completion of the grant funding. This situation constitutes unlike circumstances and thus an exception.

These costs are explicitly budgeted for and justified in the proposal which was submitted to \_\_\_\_\_\_\_(name of funding agency)\_\_\_\_. Traditional secretarial support, such as that provided to County Extension Agents, is provided by the organization and is included in the organization’s indirect cost pool.

Cc: (Name of Supervisor)

 (Name of P.I. or Co-P.I. if different from the person sending the memo)

 (Name of Grants Officer)