

Charging Membership Fees to a Grant Account

Policy regarding MEMBERSHIPS AND SUBSCRIPTIONS.

Memberships in professional or scholarship societies and subscriptions to scholarship publications should not be directly charged to sponsored agreements unless their applicability to the special circumstance or purpose of the sponsored agreement can be clearly established. The link between the cost of the subscription and the project activity must be "close and clear." If the required conference registration fee for a professional society/organization meeting also includes an annual membership in the professional organization, then the total amount paid for travel would include this membership fee. Travel costs related to a sponsored agreement and approved by the sponsoring agency in the budget for the sponsored agreement would be allowable as a direct cost.

The question is:

If not but for this grant would you have purchased this membership anyway?

If you would have purchased it anyway, then it is not allowable.

If you are only purchasing it because of the grant, then it would be allowable.

Certification:

Grant purpose for this membership: _____

This membership is being purchased because of the grant and would not otherwise have been purchased.

_____ Name of Organization	_____ Period	_____ Amount
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Individual Membership is for

_____ Principle Investigator	_____ Date	_____ AG-5- Account Number
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Make three copies:

1. If purchased with a p-card, attach a copy to the invoice and retain with your p-card backup.
If processing invoice through accounts payable, attach a copy to the invoice that is forwarded to accounts payable.
2. Send one copy to the Grants & Contracts Office along with a copy of the invoice.
3. Keep a copy for your grant files.