

Sponsored Project Publication Allocation Form

This form only applicable to publications being paid on Sponsored Projects. The cost of publications must be allocated across each open source of funding that is acknowledged in the publication. It is not acceptable to charge the full amount of the publication to a single grant if more than one grant is active and acknowledged in the publication.

You do not need to charge all active grants that are acknowledged in the publication, but you can only charge the percentage allocable to each grant. For example, if there are three active grants acknowledged in the publication, you can only charge 1/3 of the cost to each grant. If a grant doesn't allow publication costs, they will need to be covered by other **non-sponsored project sources**.

Publication Title:	
PI Name:	
Anticipated Cost (\$):	

List all projects acknowledged in the publication:

WBS #	Sponsor	End Date	Allocation (%)
Total Allocation %			

List all WBS numbers/cost centers charged for this publication:

WBS or Cost Center	Amount (\$)

Include a copy of this allocation document with backup documents uploaded to SAP.