



State of Arizona
Department of Education

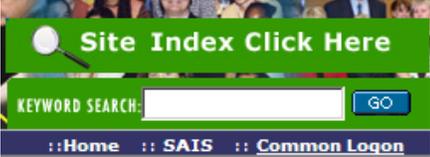
Tom Horne
Superintendent of
Public Instruction

March 30, 2009

TO: Local Educational Agencies (LEAs)
FROM: Arizona Department of Education (ADE), Grants Management
Sarah (Jeongwha) Lors, Director

SUBJECT: **A Brief Introduction on Common Logon Indirect Cost Application**

The Arizona Department of Education (ADE) Common Logon Indirect Cost Application allows Local Educational Agencies (LEAs) to view their approved Restricted and Non Restricted Indirect Cost Rates.

	<p>1. Go to ADE Home Page http://www.azed.gov/ and click on Common Logon Link on the upper right corner.</p>															
	<p>2. Enter your common logon user name and password. Click "Continue"</p> <p>*Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or Click here for more information.</p>															
	<p>3. Common Logon Application Menu – Click on Indirect Costs.</p> <p>*If you don't see Indirect Costs application name under Common Logon Application Menu, your entity has to request this through ADE Support Center.</p>															
	<p>4. Enter 9 digit CTDS number and click Continue.</p>															
<table border="1" data-bbox="118 1549 836 1701"> <thead> <tr> <th>FISCAL YEAR</th> <th>RESTRICTED RATE</th> <th>NON RESTRICTED RATE</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>0.71%</td> <td>20.85%</td> </tr> <tr> <td>2009</td> <td>4.96%</td> <td>14.38%</td> </tr> <tr> <td>2008</td> <td>0.60%</td> <td>21.13%</td> </tr> <tr> <td>2007</td> <td>3.68%</td> <td>13.19%</td> </tr> </tbody> </table> <p data-bbox="256 1717 730 1753" style="background-color: #e0ffe0; padding: 2px; text-align: center;">Request a detailed Indirect Costs report</p> <p data-bbox="207 1770 803 1795" style="text-align: center;">INDIRECT COSTS PROCEDURES MANUAL (MICROSOFT WORD)</p> <p data-bbox="215 1829 795 1854" style="text-align: center;">INDIRECT COSTS PROCEDURES MANUAL (ADOBE ACROBAT)</p>	FISCAL YEAR	RESTRICTED RATE	NON RESTRICTED RATE	2010	0.71%	20.85%	2009	4.96%	14.38%	2008	0.60%	21.13%	2007	3.68%	13.19%	<p>5. View ADE approved Indirect Cost Rates. These Indirect Cost Rates are based on LEA's Annual Financial Report (AFR) expenditures plus a carry forward provision.</p> <p>*LEA can also request a detailed Indirect Costs report from ADE Audit Unit by clicking "Request a detailed Indirect Costs report"</p> <p>*LEA can also download Indirect Cost Rate Procedures Manual</p>
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1. The Common Logon allows users to have just one userID to access different ADE applications, and users are issued access only to those applications for which they qualify (e.g., Grants Management).