Moderator(s): Judy Brown, Denise Lator

Budget Types
- Detailed Budget
- Phase/Task Budget
- Fixed Price Budget
- Modular Budget

Discuss detailed budget categories:
- Personnel (Salary & Fringes)
- Equipment
- Travel
- Participant Support Costs
- Materials & Supplies
- Consultant Services
- Subawards
- Other
- Facilities and Administrative Costs

Budget Justification

Cost Sharing

Budget Resources / Training

Case Study – NSF Budget example

Questions/Comments

Note: Two ten-minute breaks will be given throughout the morning
ACRONYMS USED TODAY:

- AN = Annual Salary
- AOR = Authorized Organizational Representative
- AY = Academic Salary
- BAA = Broad Agency Announcement
- CGA = Contract & Grant Administration (Post-Award)
- Co-I = Co-Investigator (NIH term)
- Co-PD = Co-Project Directors
- Co-PI = Co-Principal Investigator (NSF term)
- DOD = Department of Defense
- DOE = Department of Energy, Department of Education
- ERA = Essentials of Research Administration
- F&A = Facilities & Administrative Fees
  - IDC = Indirect Costs
  - OH = Overhead
- FAR = Federal Acquisition Regulation
- GPG = Grant Proposal Guide (NSF)
- HPY = Hours Per Year
- MTDC = Modified Total Direct Costs
- NCURA = National Council of University Research Administrators
- NIH = National Institutes of Health
- NSF = National Science Foundation
- OMB = Office of Management & Budget
- OSP = Office of Sponsored Programs (Pre-Award)
- PI = Principal Investigator
- RA = Research Associates
- RFA = Request for Application
- RFP = Request for Proposal

These three are used interchangeably. F&A=IDC=OH
- RTSF = Research Technology Support Facility
- S&A = Salaries and Wages
- SI = Specific Identification Fringes
- SPA = Sponsored Programs Administration
- SPROUT = Sponsored Program Research Opportunities & University Training
- SRA = Society of Research Administrators
- SU = Summer Salary
- TDC = Total Direct Costs
Facilities & Administrative (F&A), Indirect Costs (IDC), or Overhead (OH) RATES

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Current Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2011-6/30/2015</td>
</tr>
<tr>
<td>Research</td>
<td>53.5%</td>
</tr>
<tr>
<td>Other Sponsored Activities – e.g. education, public service</td>
<td>36%</td>
</tr>
<tr>
<td>Off-Campus</td>
<td>26%</td>
</tr>
<tr>
<td>Testing</td>
<td>26%</td>
</tr>
</tbody>
</table>

Details on what is included in F&A Rate determination

F&A rate components for the on-campus research rate

**Administrative Component**
- General Administration: 7.5%
- Department Administration: 14.9%
- Sponsored Projects Administration: 3.6%
- **Total Administrative Cost Pools**: 26.0%

**Facilities Component**
- Building Depreciation: 3.6%
- Equipment Depreciation: 2.2%
- Interest: 2.4%
- Operations & Maintenance (heat, lights, etc.): 18.0%
- Library: 1.3%
- **Total Facilities Cost Pools**: 27.5%

**Total F&A Rate**: 53.5%

**Modified Total Direct Costs** = Total Direct Cost minus Equipment minus Tuition minus all but the first 25,000 of each subcontract.

From the Federal IDC Letter for MSU the Base is described as:

**Base**: Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000.

The PDF of the F&A agreement:
## Graduate Student Fringe Benefit Chart
### Fiscal Year 2014-2015

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Health:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>$1,410</td>
<td>$1,523</td>
<td>$1,645</td>
<td>$1,777</td>
<td>$1,919</td>
<td>$2,073</td>
</tr>
<tr>
<td>Spring</td>
<td>$1,410</td>
<td>$1,523</td>
<td>$1,645</td>
<td>$1,777</td>
<td>$1,919</td>
<td>$2,073</td>
</tr>
<tr>
<td>Summer</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Health Total</strong></td>
<td><strong>$2,820</strong></td>
<td><strong>$3,046</strong></td>
<td><strong>$3,290</strong></td>
<td><strong>$3,564</strong></td>
<td><strong>$3,938</strong></td>
<td><strong>$4,146</strong></td>
</tr>
<tr>
<td>Tuition &amp; Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>$4,518</td>
<td>$4,699</td>
<td>$4,887</td>
<td>$5,062</td>
<td>$5,265</td>
<td>$5,496</td>
</tr>
<tr>
<td>Spring</td>
<td>$4,518</td>
<td>$4,699</td>
<td>$4,887</td>
<td>$5,062</td>
<td>$5,265</td>
<td>$5,496</td>
</tr>
<tr>
<td>Summer</td>
<td>$2,241</td>
<td>$2,331</td>
<td>$2,424</td>
<td>$2,521</td>
<td>$2,622</td>
<td>$2,727</td>
</tr>
<tr>
<td><strong>Tuition &amp; Fees Total</strong></td>
<td><strong>$11,277</strong></td>
<td><strong>$11,739</strong></td>
<td><strong>$12,198</strong></td>
<td><strong>$12,665</strong></td>
<td><strong>$13,192</strong></td>
<td><strong>$13,719</strong></td>
</tr>
<tr>
<td>9 Month Total Costs</td>
<td>$11,856</td>
<td>$12,444</td>
<td>$13,064</td>
<td>$13,748</td>
<td>$14,408</td>
<td>$15,138</td>
</tr>
<tr>
<td>12 Month Total Costs</td>
<td>$14,097</td>
<td>$14,775</td>
<td>$15,488</td>
<td>$16,239</td>
<td>$17,030</td>
<td>$17,865</td>
</tr>
</tbody>
</table>

The Tuition and Health benefits will be charged on a bi-weekly basis. Tuition and Fees will be charged to object code 6230 and Health will be charged to object code 0510. The above amounts will be applied to all Grads regardless of percent employment (1/4, 1/2 or 3/4). Awards using MSU's negotiated P&A rates will not be charged P&A on the tuition portion (object class code 6230).

* Assumes increases of 8.0% per year for health and 4.0% per year for graduate tuition.

**FICA Note** - Graduate Assistants enrolled for less than 5 credits for Masters level or 3 credits for Doctoral level will be assessed 7.65% FICA/Medicare in addition to the above charges.

**ACA Note** - Graduate Assistants who have a 3/4 time appointment and are enrolled in the Consumer Driven Health Plan (CDHP) insurance which is offered due to ACA requirements (in addition to the student health insurance) will need an additional $417/month budgeted. This cost should be included in the "other" category of your budget, 2/20/15
<table>
<thead>
<tr>
<th><strong>Basic Budgeting Definitions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator (PI)</strong></td>
</tr>
<tr>
<td><strong>Co-Investigator (Co-I)</strong></td>
</tr>
<tr>
<td><strong>Senior/key Personnel</strong></td>
</tr>
<tr>
<td><strong>Postdoctoral / Research Associate (NSF definition)</strong></td>
</tr>
<tr>
<td><strong>Graduate Student / Research Assistant (NSF definition)</strong></td>
</tr>
<tr>
<td><strong>Undergraduate Student (NSF definition)</strong></td>
</tr>
<tr>
<td><strong>Specific Identification</strong></td>
</tr>
<tr>
<td>Term</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Fabricated Equipment</td>
</tr>
<tr>
<td>Participant Support Costs</td>
</tr>
<tr>
<td>Subaward</td>
</tr>
</tbody>
</table>
Some kind of research on plant genomes

NSF 15-548

Wylie Coyote, Principal Investigator, Michigan State University

Budget Justification

**Senior Personnel:**

Salary is requested for PI, Wylie Coyote (0.25 month academic year and 0.5 month summer effort) & co-PI, Elmer Fudd (0.75 calendar month effort), is requested. PI Coyote will provide oversight and direction for the project.

**Other Personnel:**

Salary is requested for a to-be-named research associate (12 months calendar effort), who will be responsible for conducting the proposed experiments and monitoring the research assistant and graduate assistant.

Salary is requested for John Deere, a research assistant in Dr. Coyote's lab (4 calendar months effort). Mr. Deere will conduct experiments and work with the research associate.

Salary is requested for a to-be-named graduate assistant (working 12 months of 50% effort), who will work with the research associate and research assistant to carry out experiments.

Salary is requested for an undergraduate student to work 5 hours per week during both the academic year and summer. The student will work with the graduate assistant on experiments.

**Fringe Benefits:**

MSU fringe benefits are based on a specifically identified rate for all employees. Under this system, costs are identified into four categories and accounts will be charged only to the extent that an employee receives those benefits. Categories are; Retirement; FICA; Other/Miscellaneous; and Health Costs. Summer salaries for AY appointment faculty are limited to 7.65%. Fringe rates for Graduate Assistants are determined by the university. All salaries are increased by 3% annually.

**Equipment:** Funds are requested to purchase a -30° freezer to be used for the project.
**Travel:** Travel funds are requested for the PI to attend a required yearly meeting at NSF. Travel funds are requested to attend scientific meetings for the dissemination of results, with the meeting in Year 1 being in Paris and the remaining meetings in the US.

**Participant Support Costs:** Funds are requested for an undergraduate student to do a 10-week research experience in the PI's lab each summer. A stipend of $500 per week will be awarded to the student and $500 for miscellaneous research-related supplies the student will use are also requested.

**Materials and Supplies:** Funds are requested for lab glassware, reagents, chemicals and general laboratory supplies directly related to this project. Funds are also requested for a computer for the postdoctoral associate, who will be hired to work 100% of their time on this project.

**Publication Costs:** Funds are requested to cover page charges and other costs associated with publication.

**Subaward:** A subaward with the University of Georgia is also requested. UG will be responsible for the enzymatic work for the project.

**Other:** Funds are requested to cover tuition reimbursement for the Graduate Research Assistants at the rate established annually by the university. Funds are also requested for genomic sequencing and for growth chamber rental.

**Indirect Costs:** MSU’s negotiated rate, effective 7/1/2011 through 6/30/2015, is 53.5%. MSU utilizes a Modified Total Direct Costs base consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000. MTDC shall exclude equipment, capital expenditures, tuition remission as well as the portion of each subcontract in excess of $25,000. This agreement was negotiated through the Department of Health and Human Services, Ernest Kinneer, telephone 214-767-3261.