



SPONSORED PROJECTS BUDGETS

Sponsored Projects Services

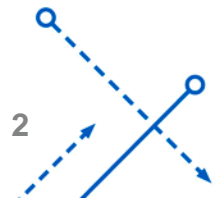
Alyssa Caruso, Proposal/Account
Establishment Specialist

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Establishment Specialist

Budget Basics

Budget Basics that we will be going over today include:

- First Steps
- Types of Budgets
- Budget Details (personnel, fringe, OTPS, tuition, equipment)
- Indirect Costs Rates
- Other Rates
- Budgeting Policies and Deadlines



First Steps

- Contact Pre-Award/Proposal Specialist with:
 - **Guidelines**
(RFP/RFA/ROA/Solicitation/PAR)
 - **Basic Budget Details**
 - Start date/duration
 - List of personnel and effort
 - Items other than Personnel (OTPS)
 - Equipment
 - Subaward(s)



Program Director/Principal Investigator (Last, first, middle):

		DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY					FROM	THROUGH		
List PERSONNEL (Applicant Organization Only)										
Use Cal, Acad, or Summer to Enter Months Devoted to Project										
Enter Dollar Amounts Requested (omit cents) for Salary Requested and Fringe Benefits										
FRINGE BENEFIT TYPE	FRINGE BENEFIT RATE	NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST. BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
			PD/PI							
SUBTOTALS										
CONSULTANT COSTS										
EQUIPMENT (Itemize)										
SUPPLIES (Itemize by category)										
TRAVEL										
INPATIENT CARE COSTS										
OUTPATIENT CARE COSTS										
ALTERATIONS AND RENOVATIONS (Itemize by category)										
OTHER EXPENSES (Itemize by category)										
Tuition:										
CONSORTIUM/CONTRACTUAL COSTS								DIRECT COST		
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Itemize, Face Page)										
CONSORTIUM/CONTRACTUAL COSTS								FACILITIES AND ADMINISTRATION COSTS		
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD										

Types of Budgets: NIH



Types of Budgets: NSF

The Research Foundation for SUNY, University at Buffalo				Proposed	Granted
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR				AWARD NO.	
0					
A. SENIOR PERSONNEL: P/PI/D, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-mos.	Funds Requested By Proposer
				CAL	ACAD
				SUMR	Funds Granted by NSF (If Different)
1. PI					\$
2.					
3.					
4.					
5.					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)					
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES					
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. () GRADUATE STUDENTS					
4. () UNDERGRADUATE STUDENTS					
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. () OTHER					
TOTAL SALARIES AND WAGES (A+B)					
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS) X _{Fra} X _{Staff} X _{Seniors} X _{Grad} X _{Ungrad}					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.) See budget justification					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)					
2. FOREIGN					
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS					
2. TRAVEL					
3. SUBSISTENCE					
4. OTHER					
() TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER Tuition Other					
TOTAL OTHER DIRECT COSTS					
H. TOTAL DIRECT COSTS (A THROUGH G)					
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
Base Amount Rate					
MUL. F.A.L.S.E.					
TOTAL INDIRECT COSTS (F&A)					
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)					
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS SEE GPG II.D.7.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				\$	\$
M. COST SHARING: PROPOSED LEVEL \$				AGREED LEVEL IF DIFFERENT \$	
PI/POD TYPED NAME & SIGNATURE				DATE 4/10/2010	
0				FOR NSF USE ONLY	
INST. REP. TYPED NAME & SIGNATURE				INDIRECT COST RATE VERIFICATION	
Grant and Contract Administrator				Date Checked	Date of Rate Sheet
0				Initials - ORG	
NSF Form 1030 (10/99) Supersedes All Previous Editions				*SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.C)	



Types of Budgets: Other Sponsors (Federal and Non-Federal)

		Year 1					
		Effort in months	% Effort	Salary	Monthly salary	Total	Total
State							
3	Name (AY)	0.00	0%	\$0	\$0	\$0	\$0
7	Name (CY)	0.00	0%	\$0	\$0	\$0	\$0
8	Salaries Total					\$0	\$0
9	Fringe Total 62.48, 63.02, 66.61, 70.48, 7					\$0	\$0
0	Total					\$0	\$0
Summer							
2	Name	0.00	0%	\$0	\$0	\$0	\$0
8	Salaries Total					\$0	\$0
9	Fringe Total 14, 14, 14.50, 15.50, 15.50%					\$0	\$0
0	Total					\$0	\$0
Research							
3	Name	0.00	0%	\$0	\$0	\$0	\$0
6	Salaries Total					\$0	\$0
7	Fringe Total 40, 42, 43, 43.50, 43.50%					\$0	\$0
8	Total					\$0	\$0
Graduate Student							
1	Name	0.00	0%	\$0	\$0	\$0	\$0
4	Salaries Total					\$0	\$0
5	Fringe Total 16, 18, 18.50, 19, 19%					\$0	\$0
6	Total					\$0	\$0
Undergraduate							
9	Name	0.00	0%	\$0	\$0	\$0	\$0
2	Salaries Total					\$0	\$0
3	Fringe Total 5%					\$0	\$0
4	Total					\$0	\$0
PostDocs							
7	Name	0	0%	\$0	\$0	\$0	\$0
0	Salaries Total					\$0	\$0
1	Fringe Total 40, 25, 25, 25, 25%					\$0	\$0
2	Total					\$0	\$0
4	All Salary					\$0	\$0
5	All Fringe					\$0	\$0
6	All Total					\$0	\$0

35	All Fringe					\$0	\$0
36	All Total					\$0	\$0
OTPS							
39	Travel					\$0	\$0
70	Supplies					\$0	\$0
71	Publications					\$0	\$0
72	Consultants					\$0	\$0
73	Other					\$0	\$0
74							
75	Subawards - adjust IDC base					\$0	\$0
76	Equipment					\$0	\$0
77	Tuition -/ch, ch/sem					\$0	\$0
78							
79	Total Other Costs					\$0	\$0
30							
31	Total Direct Costs					\$0	\$0
32	Total IDC Base					\$0	\$0
33	Indirect Costs (59.5% MTDC)					\$0	\$0
34	Total Costs					\$0	\$0
35							
36							
37	Please remember to adjust IDC base pending on if its MTDC for Federal and TDC for Non-Federal						
38							



Budget Details

- **Start Date/Duration:** mm/dd/yyyy
– mm/dd/yyyy
- **List of UB Personnel:**
 - Roles
 - Amount of effort
 - CY/AY/Summer/RF
- **Other Items (OTPS):**
 - Travel (domestic and foreign)
 - Supplies
 - Publications
 - Consultants
 - Other
- **Equipment:**
 - Typically defined as an item over \$5,000 with a useful life of 2 or more years.
- **Subawards:**
 - Institution Name and Contact
 - Any budgeting limits



Indirect Cost Rates

F&A or Indirect Cost Rates

Type	On-Campus	Off-Campus
Research		
Federal or federal flow through	59.5% MTDC	26% MTDC
Non-Federal	59.5% TDC	26% TDC
Instruction		
Federal or federal flow through	55.5% MTDC	26% MTDC
Non-federal	55.5% TDC	26% TDC
Other Sponsored Programs		
Federal or federal flow through	40% MTDC	26% MTDC
Non-federal	40% TDC	26% TDC
Clinical Trials		
Federal or federal flow through	40% MTDC	26% MTDC
Non-federal	26% TDC	26% TDC
IPA		
Federal or federal flow through	9% MTDC	9% MTDC
Non-federal	9% TDC	9% TDC



Modified Total Direct Costs (MTDC) vs. Total Direct Costs (TDC)

The F&A (aka: Indirect Costs or “IDC”) applied to any project is the product of the F&A cost rate and a Direct Cost Base.

We establish the F&A rate and base through negotiations with the federal government.

The RF/UB federally approved base is a **Modified Total Direct Cost (MTDC) base**. **MTDC** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). **MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.**

A **Total Direct Cost (TDC)** base includes all direct costs of a project with no exclusions.

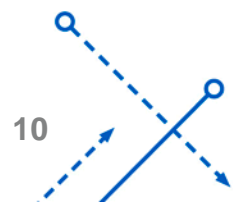


Other Rates: Fringe Benefit Rates

Fringe Benefit Rates

Currently the Research Foundation has five categories for Fringe Benefit Rates as shown in the table below. Beginning in FY2020, a new sixth fringe rate category will be used for post-doctoral employees (Post-docs will be budgeted at the Regular RF fringe rate until FY2020). Subsequent years will use the budgeted FY22 rates.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22
Research Foundation Employees	40.00%	40.00%	42.00%	43.00%	43.50%
SUNY Summer-only Appointments	14.00%	14.00%	14.00%	14.50%	15.50%
Graduate Students	14.00%	16.00%	18.00%	18.50%	19.00%
SUNY Undergraduate Students	5.00%	5.00%	5.00%	5.00%	5.00%
Research Foundation Post-Doctoral Employee	40.00%	40.00%	25.00%	25.00%	25.00%
SUNY Employees (IFR)	59.97%	62.48%	63.02%	66.61%	70.48%



Other Rates: Tuition

- Per UB policy tuition is required for any graduate student contributing effort on a research project during the academic year.
- Amount of credit hours is dependent on students level of schooling.
- In-State and Out-of-State Rates

Budgeting Policies and Deadlines

- Graduate Student Tuition:
 - tuition is required for any graduate student contributing effort on a research project during the academic year.
- PI Eligibility:
 - Only eligible UB faculty and staff may serve as a PI on externally funded research, training, or other sponsored projects.
- Proposal Submission/Internal Approval Form:
 - **5 Business Days before Deadline:**
 - Budget Finalized
 - UB Internal Approval Form routed
 - Administrative Docs (“non-science”) submitted to SPS for review.
 - **2 Business Days before Deadline:** Technical Docs (“sciences”) submitted for review.

Helpful Links

- **Contact proposal specialist:** (<http://www.buffalo.edu/research/about-us/staff-directory/contact-grant-expert.html>)
- **UB and RF Rates Page:** <https://www.buffalo.edu/research/research-services/ub-rates-and-facts/ub-and-rf-rates.html>
- **Current Internal Approval Form:** (will be decommissioned on 7/1/18)
<https://www.buffalo.edu/research/forms-catalog.host.html/content/shared/www/research/Forms/electronic-sps-approval-form.detail.html>
- **CLICK Grants Module:** (required for proposals submitted on or after 7/1/18)
<https://www.buffalo.edu/research/research-services/click-implementation/modules/grants.html>
- **CLICK Grants Training Page:** <https://www.buffalo.edu/research/research-services/training/training-workshop/grants-module.html>
- **Helpful Pre-award Templates:** <http://www.buffalo.edu/research/forms-catalog/pre-award-forms.html>

QUESTIONS?

Sponsored Projects Services

<http://www.buffalo.edu/research/about-us/units/sps.html>