

ONR FOA Announcement N00014-16-R-FO05

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

Fiscal Year (FY) 2017 Department of Defense

Multidisciplinary Research Program of the University Research Initiative

Budget - Mandatory

(Field 12 of the RESEARCH & RELATED Other Project Information)

Attach the budget proposal at field 12. Prospective offerors must provide a detailed cost breakdown of all costs, by cost category and by the funding periods described below, corresponding to the proposed Technical Approach which was provided in Field 8 of the Research and Related Other Project Information Form.

In addition to attaching the budget proposal at field 12, the offeror shall also use the Grants.gov forms (including the Standard Form (SF) Research and Related (R&R) Budget Form) from the application package template associated with the FOA on the Grants.gov web site located at <http://www.grants.gov/>

For US/UK funded efforts: A separate understanding between the US and UK governments specifying that additional funding support for the UK collaborators can be provided by the UK government. For budget proposal purposes, UK funded proposal budgets shall be separate from US funded proposal budgets. The UK part of the budget should be submitted in British pounds on EPSRC Joint electronic Submission System

(Je-S) form as an attachment in Field 12 of the Grants.gov application, along with a justification for resources (maximum length is 2 pages).

The budget shall adhere to the following guidelines. Prospective offerors shall not deviate from the funding profile provided below.

Detailed breakdown of all costs, by cost category, by the calendar periods stated below. For budget purposes, use an award start date of 01 Jun 2017 (Thursday). For the three-year base grant, the cost should be broken down to reflect funding increment periods of:

- (1) Twelve months,
- (2) Twelve months, and
- (3) Twelve months

Note that the budget for each of the calendar periods should include only those costs to be expended during that calendar period. The budget should also include an option for two additional years broken down to the following funding periods:

- (1) Twelve months, and
- (2) Twelve months

Annual budget should be driven by program requirements. Elements of the budget should include:

- **Direct Labor** – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide any escalation rates for out years.
- **Administrative and Clerical Labor** – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.
- **Fringe Benefits and Indirect Costs (F&A, Overhead, G&A, etc.)** – The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a Government agency, provide a copy of the memorandum/agreement. If the rates have not been approved/negotiated, provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates.
- **Travel** – The proposed travel cost should include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals.

- Subawards/Subcontracts – Provide a description of the work to be performed by the subrecipient/subcontractor. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s). A proposal and supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations. The preferred method of receiving subcontract information is for this information to be included with the Prime's proposal; however, a subcontractor's cost proposal can be provided in a sealed envelope with the recipient's cost proposal or via e-mail directly to the Program Officer at the same time the prime proposal is submitted. The e-mail should identify the proposal title, the prime Offeror, and that the attached proposal is a subcontract. Fee/Profit guidance is noted below.
- Consultants – Provide a breakdown of the consultant's hours, the hourly rate proposed, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work, if it is not already separately identified in the prime contractor's proposal.
- Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Recipient Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). Allowable items normally would be limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, laptops, office equipment) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the research effort.
- Other Direct Costs – Provide an itemized list of all remaining proposed other direct costs, such as Graduate Assistant tuition, laboratory fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Fee Profit – Fee/profit is unallowable under assistance agreements at either the prime or subaward level but may be permitted on subcontracts issued by the prime awardee.

The funding breakdown corresponding to the proposed Technical Approach which was provided in field 8 of the Research and Related Other Project Information Form must also be attached.