Preparing a Proposal
Budget: Lab
Activity Packet

Kassie Obelleiro  
9/23/19

Sponsored Programs  
Office of Research
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III. AWARD INFORMATION

Award size: Under this solicitation, the maximum total (for all years) award size is $2.5 million, including indirect costs. US-UK Collaborative Projects can request additional funding for the UK component of the project. The minimum award size is $1.5 million total project costs for all years, or $1.0 million for the US component of US-UK, US-Israel and US-China Collaborative Projects. For US-Israel Collaborative Projects, the maximum award size for the Israeli portion is $70,000/year. For US-China Collaborative Projects, the maximum award size for the Chinese portion is ¥4.5M total project costs for all years.

Award duration: The maximum award duration is five years.

RCN proposals: The maximum award size for RCN proposals is $500,000 as per the RCN solicitation. For US-UK Collaborative RCN proposals, the maximum award size for the US component is $500,000.

V. B. Budgetary Information

Cost Sharing:
Inclusion of voluntary committed cost sharing is prohibited.

Other Budgetary Limitations:
EEID projects must have a minimum budget of $1,500,000 in total project costs for all years; US-UK Collaborative, US-Israel, and US-China Collaborative projects must have a minimum budget of $1,000,000 in total project costs for all years. Research that falls within the scope of the EEID initiative but with project aims that do not require budgets of this magnitude should be directed to the appropriate core program.

Budget Preparation Instructions:

Subawards
In accordance with the applicable award terms and conditions, proposers are reminded of their responsibilities with regard to subawardees. Should an award be made, the primary awardee is responsible for ensuring compliance with the appropriate terms and conditions to, as well as the management and oversight of, any subawardees on the project, including any foreign subawardees.
Budget Scenario

Professor L.B. “Jeff” Jeffries from Chemistry has asked you to draft three-year budget for a proposal to the National Science Foundation (NSF) Ecology and Evolution of Infectious Disease (EEID) Program. The proposal is due to NSF on November 20, 2019.

Professor Jeffries has provided the following information.

• The purpose of the project is to conduct basic research on chemicals that may lead to the development of longer lasting battery technology. All of the work will be conducted on campus.
• The projected start date will be October 1, 2020, and the projected end date is September 30, 2023.
• Professor Jeffries will be the PI and will commit 20% effort on the proposed project during the academic year and 10% effort during the summer. He is paid $131,000 per year and has an approved 2% merit increase effective December 1, 2019.
  o Professor Jeffries has a 9-month academic year appointment, and is an Academic Senate faculty member. He can work 3 months during the summer.
  o Escalate his salary by 3% each FY in budget years 1 and 2.
• Theresa Doyle, a post-doctoral researcher (post doc) will commit 50% effort on the proposed project and her current annual salary is $53,184.
  o Post-docs work on a calendar year schedule.
  o Escalate her salary by 3% each FY in budget years 1 and 2.
• A non-resident graduate student researcher (GSR) III will be hired and will begin working on the start date of the project. The GSR III will be attending classes full time during Winter, Spring, and Fall Quarters. The GSR will contribute 50% effort during the academic year on this project. The GSR will not be attending Summer Session, and will instead work on this project full-time. Current annual salary for a GSR III is $48,144.
  o Student fees should be escalated by 10% per FY.
• Fishers Scientific Bio-Tek Precision 2000 Automated Microplate Pipetting System (Catalog list price of $16,000) to be purchased in the first PY.
  o You have obtained a quote from Fisher Scientific (CA Company). For the purposes of this exercise, calculate an additional 20% of the catalog list price for shipping, handling and sales tax.
• DNA Sorting Machine (Catalog list price of $25,000) in the second PY.
  o You have obtained a quote from Fisher Scientific (CA Company). For the purposes of this exercise, calculate an additional 20% of the catalog list price for shipping, handling and sales tax.
• Professor Jeffries’ will travel to meet with his collaborators in the UK twice each project year for an estimated total of $2,500 per trip.
  o Theresa Doyle will also attend one trip per year; same estimate total.
• Professor Jeffries’ will also attend a scientific conference in year 2 and again in year 3 to present on the research results. The conference will be in D.C. and his estimated trip cost is $1,500.
• Materials and Supplies:
  o Laboratory supplies: $1,500 each year
  o Computer dedicated to lab analysis for this project: $3,000 in year one
  o Purchase of a specific strain of malaria in year one: $2,000
  o Cattle supplies: $3,000 in year 1, $2000 in year 2 and $5,000 in year 3
• Publication Costs
  o $800 in years 2 and 3.
• Consultant: Charlie Apple is renowned cattle rancher and will serve as a consultant regarding the care and behavior of the cows to be studied. She will charge us $5,000 in each of the 3 years.
• The project will include a subaward to Happy Cows Industries in all years. Happy Cows Industries will receive $30,000 in Year 1, $45,000 in Year 2, and $40,000 in Year 3.
• We will also use the services of the Genome Center to perform data analysis on the genomes of non-infected and of infected cows. This will cost us $30,000 in each of the 3 years.
<table>
<thead>
<tr>
<th>CBR Group</th>
<th>Personnel Category</th>
<th>FY 19/20 Rate</th>
<th>FY 20/21 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCOMP Faculty &amp; SMG</td>
<td>SOM faculty and Senior Management</td>
<td>25.3%</td>
<td>26.1%</td>
</tr>
<tr>
<td>Nurses and Physicians</td>
<td>Nurses, Nurse Practitioners and Clinical Physicians</td>
<td>30.2%</td>
<td>31.1%</td>
</tr>
<tr>
<td>Faculty, Acad, MSP, Safety</td>
<td>Non-SOM faculty; Other Academic appointment such as project scientists and specialists; MSP positions such as directors; and safety services such as Fire and Police officers.</td>
<td>38.3%</td>
<td>39.4%</td>
</tr>
<tr>
<td>Faculty Summer Salary</td>
<td>Faculty Summer Salary</td>
<td>10.2%</td>
<td>10.5%</td>
</tr>
<tr>
<td>All Other Staff</td>
<td>Staff including analysts, SRAs, programmers</td>
<td>52.7%</td>
<td>54.3%</td>
</tr>
<tr>
<td>Service Staff</td>
<td>E.g., Janitors</td>
<td>65.4%</td>
<td>67.4%</td>
</tr>
<tr>
<td>Postdoc Employees</td>
<td>Postdocs</td>
<td>25.9%</td>
<td>26.7%</td>
</tr>
<tr>
<td>Grad and Undergrad</td>
<td>GSRs and Undergrads</td>
<td>1.9%</td>
<td>2%</td>
</tr>
<tr>
<td>Limited Benefits</td>
<td>Employees not eligible for full benefits (e.g., FTE % is too low)</td>
<td>17.2%</td>
<td>17.7%</td>
</tr>
<tr>
<td>No Benefit Eligibility</td>
<td>E.g., not eligible based on appointment type</td>
<td>3.6%</td>
<td>3.7%</td>
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## Sample Budget

### PERSONNEL

<table>
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<tr>
<th>Name/Role</th>
<th>Annual Salary</th>
<th>Project Period % Effort</th>
<th>Salary Basis and Type</th>
<th>FY</th>
<th>Total</th>
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<tbody>
<tr>
<td>Margaret Jones, PI</td>
<td>120,000</td>
<td>40,000</td>
<td>160,000</td>
<td>12.5%</td>
<td>12.5%</td>
</tr>
<tr>
<td>Marjorie Jones, PI</td>
<td>120,000</td>
<td>40,000</td>
<td>160,000</td>
<td>8.3%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Sarah McMurphy, Co-PI</td>
<td>160,000</td>
<td>60,000</td>
<td>220,000</td>
<td>50.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Timothy Chen, Co-I</td>
<td>92,000</td>
<td>36,400</td>
<td>128,400</td>
<td>6.2%</td>
<td>6.2%</td>
</tr>
<tr>
<td>Susan Garcia, Academic Co-Ad</td>
<td>100,000</td>
<td>40,000</td>
<td>140,000</td>
<td>25.9%</td>
<td>25.9%</td>
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<tr>
<td>Postdoctoral Researcher</td>
<td>62,000</td>
<td>24,800</td>
<td>86,800</td>
<td>75.8%</td>
<td>75.8%</td>
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<td>-</td>
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<td>-</td>
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<tr>
<td>Total Salaries</td>
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### FY Split:

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</thead>
<tbody>
<tr>
<td>Margaret Jones, PI</td>
<td>C</td>
<td>35.9/40.1</td>
<td>40.1/41.3</td>
<td>41.3/42.5</td>
<td>42.5/43.8</td>
<td>43.8/45.1</td>
<td>45.1/46.4</td>
<td>46.4/47.8</td>
<td>47.8/49.2</td>
<td>50.0/51.4</td>
<td>51.4/52.8</td>
<td>52.8/54.2</td>
</tr>
<tr>
<td>Marjorie Jones, PI</td>
<td>F</td>
<td>17.2/17.8</td>
<td>17.8/18.5</td>
<td>18.5/19.3</td>
<td>19.3/20.1</td>
<td>20.1/20.9</td>
<td>20.9/21.7</td>
<td>21.7/22.5</td>
<td>22.5/23.3</td>
<td>25.0/25.4</td>
<td>25.4/26.0</td>
<td>26.0/26.6</td>
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<tr>
<td>Sarah McMurphy, Co-PI</td>
<td>B</td>
<td>30.5/31.4</td>
<td>31.4/32.3</td>
<td>32.3/33.3</td>
<td>33.3/34.3</td>
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<td>36.3/37.3</td>
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<td>40.0/41.0</td>
<td>41.0/42.0</td>
<td>42.0/43.0</td>
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<tr>
<td>Timothy Chen, Co-I</td>
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<td>17.0/17.6</td>
<td>17.6/18.3</td>
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<td>Postdoctoral Researcher</td>
<td>F</td>
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<td>18.5/19.3</td>
<td>19.3/20.1</td>
<td>20.1/20.9</td>
<td>20.9/21.7</td>
<td>21.7/22.5</td>
<td>22.5/23.3</td>
<td>25.0/25.4</td>
<td>25.4/26.0</td>
<td>26.0/26.6</td>
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<td>Total Benefits</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>46,215</td>
<td>48,082</td>
<td>51,936</td>
</tr>
</tbody>
</table>

### EQUIPMENT

- Server/or project data and websites: 6,200
- Total Equipment: 6,200

### TRAVEL

- Conference Travel: 6,200
- Total Travel: 6,200

### PARTICIPANT/TRAINER SUPPORT COSTS

- Total Participant Support Costs: 6,200

### OTHER DIRECT COSTS

- Materials and Supplies: 3,000
- Other Expenses: 6,600
- Total Other Direct Costs: 6,600

### Total Direct Costs

- 2,229,276: 232,402
- 1,311,338: 135,709
- 5,340,814: 551,720
- 1,224,666: 1,224,666
- 119,323: 119,323
- 828,900: 828,900

### Proposal Due Date/Archive

- 11/1/2018