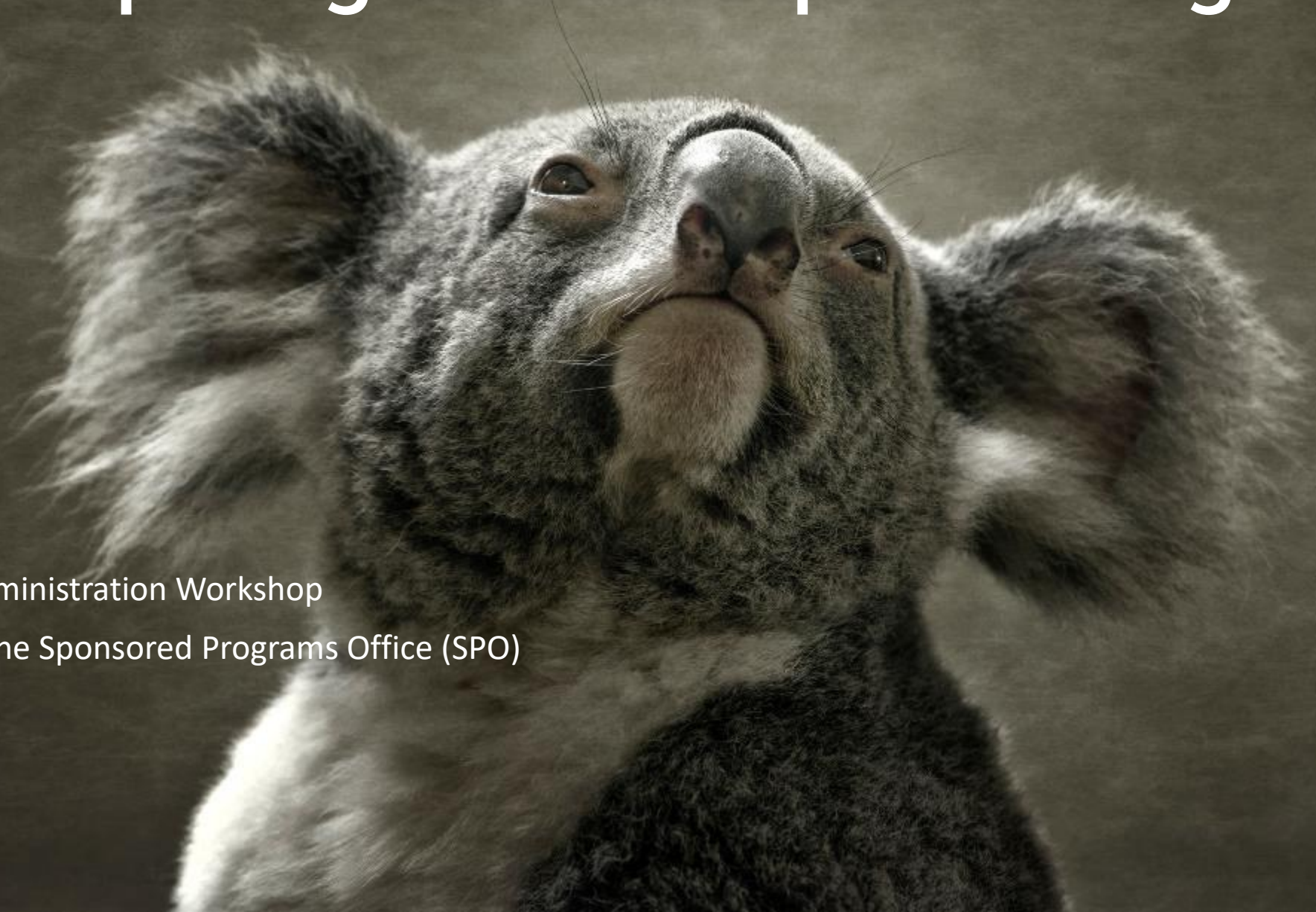


Preparing a Cost Proposal Budget

A Research Administration Workshop

Presented by the Sponsored Programs Office (SPO)

June 12, 2025



Course Materials

- [Budget Instructions - ONR FOA Announcement N00014-25-R-FO05](#)
- OR Budget Template for Multi-Budget proposals: [OR Budget TemplateC MultiBudget](#)
 - This template will be used to break out a Cost Proposal budget into two different tasks



Learning Objectives



1. Know the definition of a Cost Proposal
2. Understand how to identify the necessary/allowed:
 - Components/Categories
 - Cost Basis/Costing Methods
 - Supporting Materials
3. Know how to use some common Cost Basis/Costing Methods

Training Modules

1. Cost Proposal Definition
2. Prepare for Budget Development
3. Develop the Budget



A photograph of two white goats standing in a lush green field. The goats are the central focus, looking towards the camera. The background is a soft-focus green field with some taller grasses and small white flowers. The text 'Cost Proposal Definition' is overlaid in white, bold font across the middle of the image.

Cost Proposal Definition

Cost Proposal Definition

Some funding opportunity announcements request **two proposals**:

- **Technical proposal** on project details
- **Cost proposal** on finances

Objective of a cost proposal:

- To provide sufficient cost information to substantiate that the proposed cost is realistic, reasonable and complete for the proposed work.

Examples of organizations that request cost proposals:

- **Federal agencies**
 - Department of Defense (DoD)
 - Department of Energy (DoE)
 - United States Agency for International Development (USAID)
 - Contracts from Federal agencies (NIH, EPA, etc.)
- **State agencies**
 - CA Dept of Education
 - CA Dept of Public Health
- **Private organizations**
 - Patient Centered Outcomes Research Institute (PCORI)
 - Gulf of Mexico Research Initiative

Cost Proposal Definition

The cost proposal supplements and **must be consistent with the technical proposal.**

Elements of a cost proposal:

- Detailed description and explanation of project costs by:
 - Budget Period/Year
 - May have non-standard and/or varying budget periods
 - Project Task, or
 - Fiscal Year
- Basis of all costs
 - Costing methods and calculations
 - Escalations
- Supporting materials
- Budget table
- Budget Justification

B. Travel [\$xxx,xxx total travel]

[Example - adjust description based on current rates and trip details]

Basis of Cost

Travel is based on UC Davis policies and guidelines and federal regulations for reimbursement. Estimated travel costs are calculated using the following rates by category of expense:

Mileage: 53.5 cents per mile based on the IRS reimbursement rate for 2017. Please see attached mileage memo.

Airfare: Based on estimated actual cost; airline rates are checked via the web and the university's discount travel service to determine the approximate pricing for travel.

Hotel: Domestic - Based on actual, reasonable costs; Foreign - up to max federal per diem.

Meals and Incidentals: Actual Meals and Incidental Expenses (M&IE) must be claimed for domestic trips less than 30 days, up to and not exceeding the max allowance. Federal per diem is allowed for all foreign travel and local travel exceeding 30 days. Alcohol is not an allowable reimbursement on state or federal funds. The incidentals component is intended to reimburse the traveler for low value fees and tips given to waiters/waitresses, porters, baggage carriers, bellhops, hotel maids, etc.

Per Diem Meals: Per diem is authorized for all OCONUS travel and CONUS travel assignments exceeding 30 days. UC Davis adheres to the U.S. Department of State's per diem allowances. The rates listed on the federal per diem tables are the maximum that can be authorized for meals. Receipts are not required when claiming per diem.

Summary of Travel by Task

Task #	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Task 1.0	\$	\$	\$	\$	\$	\$
Task 2.0	\$	\$	\$	\$	\$	\$
Task 3.0	\$	\$	\$	\$	\$	\$
Task 4.0	\$	\$	\$	\$	\$	\$
Task 5.0	\$	\$	\$	\$	\$	\$
Task 6.0	\$	\$	\$	\$	\$	\$
Task 7.0	\$	\$	\$	\$	\$	\$

Cost Proposal Components

Some or all of these components may be required.

Cover Page	Summary Budget Tables <ul style="list-style-type: none">• Summary by Project Period• Summary by Major Tasks• Summary by Task and Month	Detailed Budgets (by organization) <ul style="list-style-type: none">• Cost Category• Cost Basis• Budget Tables• Justification
Table of Contents		
Funding Breakdown <ul style="list-style-type: none">• Direct Cost Categories by Task• Costing Methods	Cost Sharing and Institutional Support <ul style="list-style-type: none">• If applicable	Cost Proposals require more financial detail than typical proposals.
	Attachments <ul style="list-style-type: none">• Supporting Materials	They generally do not have page limits so add as much information as possible to explain how costs were derived.

Summary Budget Tables

While [OR Budget Templates](#) can satisfy the detailed budget component, you may be required to create your own Summary Budget Table(s).

Here are some examples.

Direct Cost Labor Summary

Task #	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Task 1.0	\$	\$	\$	\$	\$	\$
Task 2.0	\$	\$	\$	\$	\$	\$
Task 3.0	\$	\$	\$	\$	\$	\$
Task 4.0	\$	\$	\$	\$	\$	\$
Task 5.0	\$	\$	\$	\$	\$	\$
Task 6.0	\$	\$	\$	\$	\$	\$
Task 7.0	\$	\$	\$	\$	\$	\$

Additional examples are shown later.

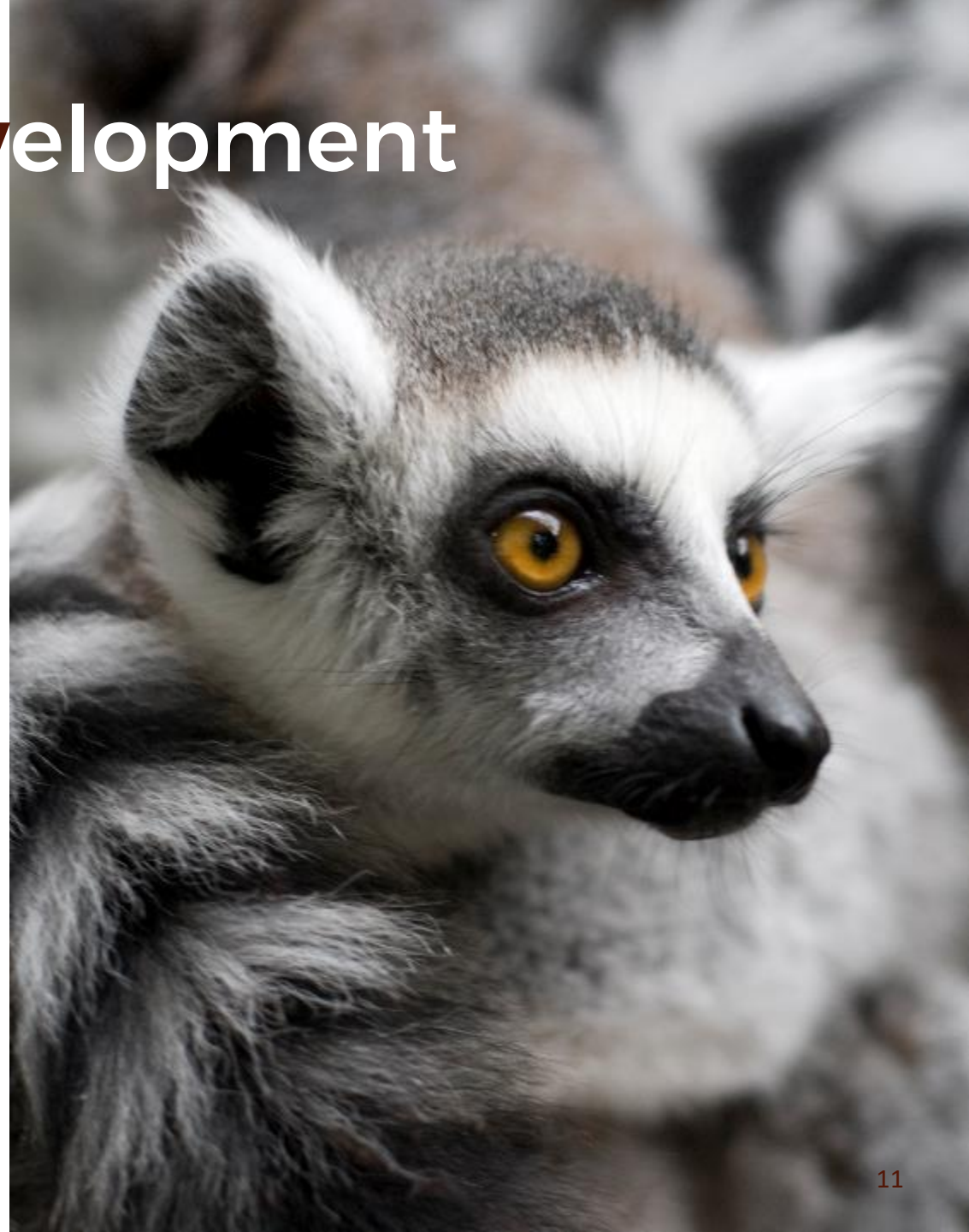
Budget Summary by Project Period	10/1/18-09/30/19	10/1/19-06/30/20	07/1/20-06/30/21
	Period 1	Period 2	Period 3
Personnel Costs			
Equipment			
Travel			
Consultant Costs			
Materials			
Subaward Costs [UCD only]			
Other Expenses			
Total Direct Costs			
Indirect Costs			
Total Costs	\$	\$	\$
Summary by Organization	Period 1 \$	Period 2 \$	Period 3 \$
UC Davis			
Partner I			
Partner II			
Totals:	\$	\$	\$

Prepare for Budget Development



Prepare for Budget Development

1. **Closely read all sponsor guidelines**
 - Sponsors may have **multiple** sets of guidelines
 - Program solicitation (e.g., RFA, RFP, BAA)
 - Program FAQs
 - Sponsor overall guidelines
 - Language may:
 - Include terms and conditions that need UC approval
 - **Notify SPO early**
 - Be vague



Prepare for Budget Development

2. Identify the **UC Davis offices** that may need to be involved

SPO

- Extramural proposals and awards
- Non-Disclosure agreements

Business & Revenue Contracts

- Purchase agreements
- Service agreements
- Small business plans, or “subcontracting” plans

Technology Transfer

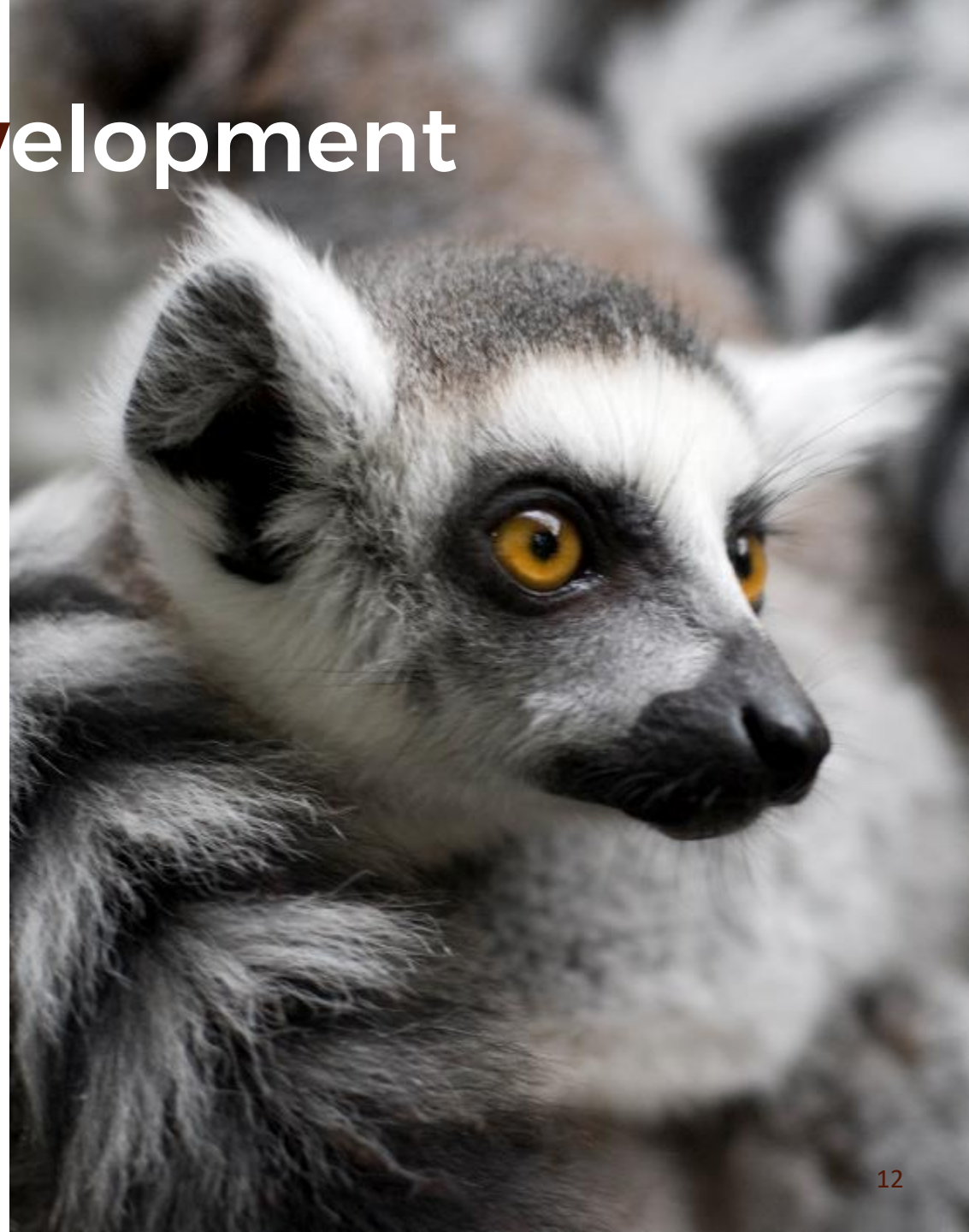
- Non-Disclosure agreements related to commercialization plans
- Confidentiality agreements

Equipment Management

- Equipment
- Fabrication

Proposal Development Services

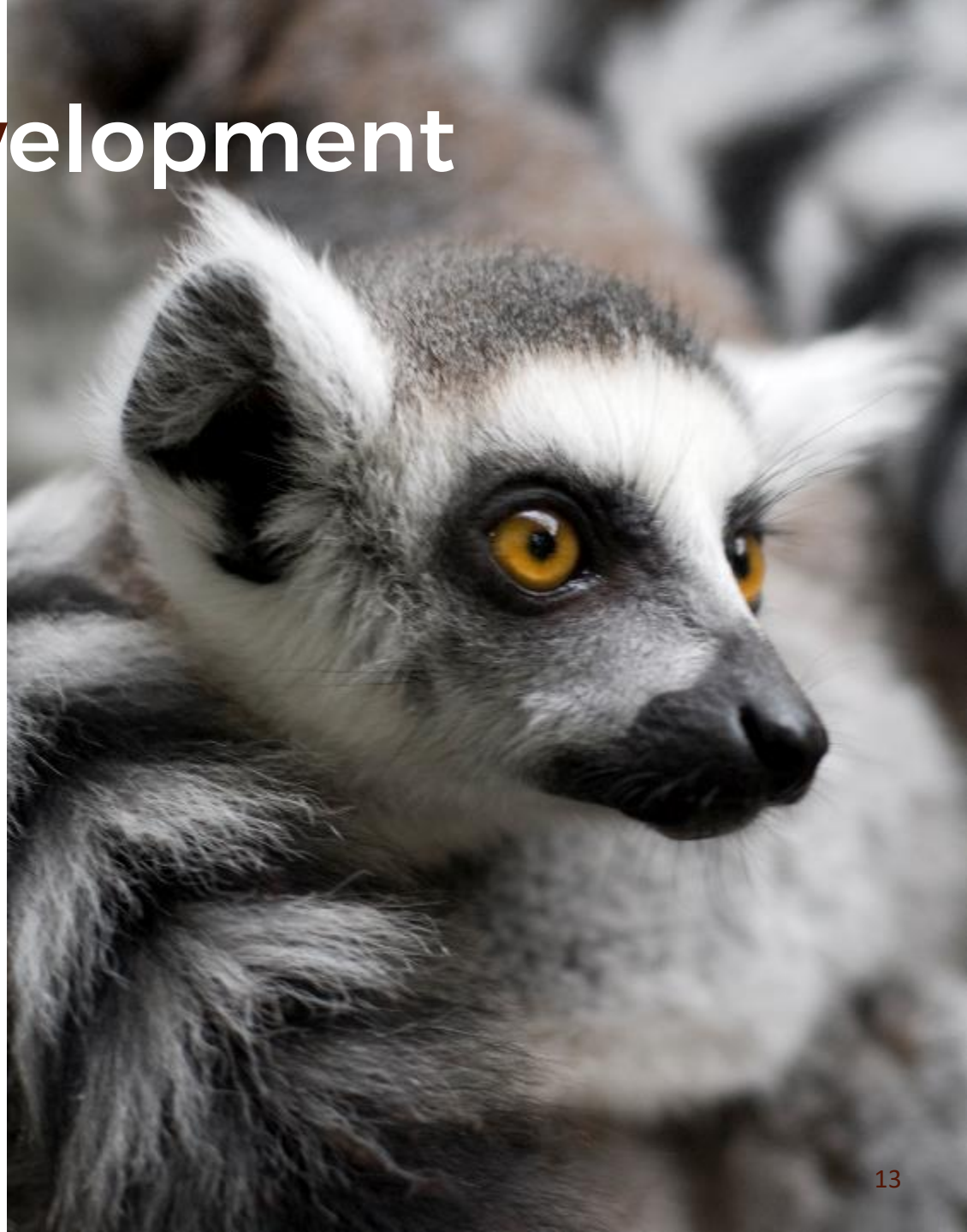
- Research development support
- Large (center-scale) proposal coordination



Prepare for Budget Development

3. Use the [OR Budget Templates](#).
 - For cost proposals, you sometimes have to budget by task. If so, use the **Multi-Budget Template (C)** with a tab for each task.

4. Become familiar with **costing methods and supporting materials**



Common Costing Methods and Supporting Materials

Labor/Salaries

- Costing Methods
 - Effort or labor hours
 - May allow escalations
- Supporting Materials
 - Investigator Effort Commitment
 - Academic Salary Scales
 - Staff Salary Scales

Fringe Benefits

- Costing Methods
 - UC Davis Composite Benefit (CBR) Rates
 - May allow escalations
- Supporting Materials
 - CBR Table

Subawards

- May be allowed to submit “sealed” bids directly to sponsor
 - **Notify SPO early**
- Subject to same requirements as Prime

Equipment

- Costing Methods
 - Indirect cost treatment
 - Quotes from vendors, etc.
 - **Don't forget maintenance!**
- Supporting Materials
 - Quotes
 - Service/Maintenance Contracts, if allowed

Common Costing Methods and Supporting Materials

Travel

- Costing Methods
 - Historical estimates
 - Per diem rates
 - Quotes
- Supporting Materials
 - Past trip information
 - Per diem rate agreements
 - Quotes

Materials & Supplies

- Costing Methods
 - Quotes or prices from catalogs
 - Historical estimates
- Supporting Materials
 - PDF of catalog prices
 - Expenditures from similar projects

Other common Supporting Materials

- Small Business Plan (sometimes called a “subcontracting plan”)
 - **Must be reviewed by Business Contracts**
- Organizational Conflict of Interest
 - **PI Certification is required. Contact SPO early**
- Past Performance
 - **SPO will work with you to identify sources of information on past performance on other grants and contracts at UC Davis**
- Graduate Student Researcher (GSR) Tuition and Fees



Let's Practice!



Professor Charlene “Charlie” Apple in the department of Med: Hematology & Oncology has asked you to help prepare a **Cost Proposal Budget** for her proposal to the U.S. Department of Defense’s (DoD) Multidisciplinary Research Program of the University Research Initiative.

Use the **Budget Instructions** excerpted from [ONR FOA Announcement N00014-25-R-FO05](#) to determine key information.

As we go along, you will populate two separate templates in the [OR Budget TemplateC MultiBudget](#), one for each of two tasks.

Budget Header(s)

Reference the **Budget Instructions** to identify the following:

1. What is the required project start date?
2. What is the required total project period, not including option years?
3. How long should each budget period/year be?

Now open the **budget template** and populate tabs **R1** [rename as **Task 1**] and **R2** [rename as **Task 2**] with the following:

- **Start Date:** 12/1/2025
- **End Date:** 3 years from start date [-1 day]
- **Title:** DoD Multidisciplinary Research Program of the University Research Initiative [- TASK 1 / 2]
- **PI:** Charlie Apple
- **Proposal Due Date:** 7/1/2025

Type **Done** in chat when this is done. Remember, populate 2 tabs.



Note: In a Multi-Budget template, **do not delete** extra tabs you will not use.

- This will create errors in the **Summary** tab.
- Instead, **hide** unused tabs.

Budget Header(s)

Your spreadsheet entries should look like this:

TASK 1

Start Date:	12/1/2025	Non-NIH	Title:	DoD Multidisciplinary Research Program of the University Research Initiative - TASK 1	Proposal Due Date/Archive: 7/1/2025				
End Date:	11/30/2028		PI(s):	Charlie Apple	12 Months	12 Months	12 Months	0 Months	0 Months

TASK 2

Start Date:	12/1/2025	Non-NIH	Title:	DoD Multidisciplinary Research Program of the University Research Initiative - TASK 2	Proposal Due Date/Archive: 7/1/2025				
End Date:	11/30/2028		PI(s):	Charlie Apple	12 Months	12 Months	12 Months	0 Months	0 Months



Cost Categories

4. Identify one or more **allowed cost categories** from the budget instructions.

- | | |
|---------------------------------------|---|
| 1. Direct Labor | 6. Consultants |
| 2. Administrative and Clerical Labor | 7. Materials and Supplies |
| 3. Fringe Benefits and Indirect Costs | 8. Recipient Acquired Equipment or Facilities |
| 4. Travel | 9. Other Direct Costs |
| 5. Subawards/Subcontracts | 10. Fee Profit |

5. Professor Apple has informed you that her budget will only include:

- Her salary and fringe benefits
- Purchase of a computer and software
- Travel to and attendance at a (project related) professional conference
- Indirect costs for research done at UCDH

Which cost category #s above should you therefore include in Dr. Apple's budget?

- | | |
|---------------------------------------|--|
| 1. Direct Labor | |
| 3. Fringe Benefits and Indirect Costs | |
| 4. Travel | |
| 7. Materials and Supplies <u>or</u> | 8. Recipient Acquired <u>Equipment</u> or Facilities |

Equipment is capitalized and excluded from F&A if:

- Non-expendable
- Standalone
- Normal useful life is 1 year or more
- Cost is more than \$5,000

Software:

- A non-renewing (perpetual) software whose purchase price is \$5,000 or more per copy. Standalone item, not tied to an asset.
- A non-renewing (perpetual) software license of any amount which is included as part of the cost of capital equipment.

Salary



Dr. Apple's salary

From the budget instructions:

“Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide any escalation rates for out years.”

- Note: For **“direct labor rates,”** some sponsors require an hourly rate. If you have to do this, add a note in the budget justification to explain you are doing so for illustrative or proposal purposes only, but that university investigators are not paid by the hour.

6. What Costing Method(s) could you use?

- Effort (or labor hours; i.e., portion of PI salary)

7. What Supporting Materials could you provide?

- [Academic Salary Scales](#)
- [UC Davis policy on investigator effort](#) (Section III.D.)

Fringe Benefits

Dr. Apple's fringe benefits

From the budget instructions:

“Fringe Benefits and Indirect Costs (F&A, Overhead, 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.”

8. What costing method(s) and supporting materials could you provide?

- [UC Composite Benefit Rate \(CBR\) policy](#)
- [UCD CBR table](#)
- UC Davis' [Federally Negotiated Indirect Cost Rate Agreement \(NICRA\)](#)

Materials and Supplies

Let's assume you've determined the **computer and software** do not meet the definition of **equipment**.

From the budget instructions:

“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).”

9. What costing method(s) and supporting materials/information could you provide?

- Quotes, prior purchases, catalog price lists, etc.
- Itemized list of all materials and supplies (including the quantities, unit prices, etc).
- Basis of the estimate/cost basis



Travel

Travel to and attendance at a (project related) professional conference

From the budget instructions:

“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.”

10. Identify one or more details that must be included for each trip.

1. Purpose	4. Number of travelers	Costs could be: airfare, lodging, meals and incidentals, car rental, conference fee
2. Origin & destination, if known	5. Estimated cost	
3. Approximate duration	6. Justification	

11. What costing method(s) and supporting materials could you provide?

- Historical average cost per trip or other reasonable basis such as:
 - Per diem rates
 - Historical averages from similar projects



Develop the Budget

Direct Labor Costs

Professor Apple's Salary

- Professor Apple, who has a 12-month appointment, will commit 10% annual effort in each of the three budget periods. Her annualized salary is \$133,333.
 - Include a 3% escalation in Years 2 and 3.
- She will spend 40% of her effort for this project on Task 1 and 60% on Task 2 in **each** Budget Year/Period.

As we have two spreadsheets, each focused on a single task, the PI's base salary, normally listed as actual (i.e., \$133,333), needs to be divided between the two tasks.

- It's good form to enter a formula in the spreadsheet so reviewers understand how the figures were derived.

Enter the info above into each budget template.

Suggestions:

Name/Role:	"Charlie Apple (Task 1 or 2)"
Annual Salary Base:	\$133,333 * 0.4 (40%) for Task 1
	\$133,333 * 0.6 (60%) for Task 2

Direct Labor Costs

Your spreadsheet entries should look like this:

TASK 1

<i>Personnel</i>						<i>Enter effort either in Person Months (top section) or % Time (bottom section)</i>					
					$=133333*0.4$						*
Name/Role:	Appt. Type	Effort Type	Base Salary	Months or %:	Person Months					Escal	
					Per 1	Per 2	Per 3	Per 4	Per 5		
Personnel by %						% Time or Effort					
1	Charlie Apple (Task 1)	12/12	CAL	53,333	%	10.0%	10.0%	10.0%			3%

TASK 2

<i>Personnel</i>						<i>Enter effort either in Person Months (top section) or % Time (bottom section)</i>					
					$=133333*0.6$						*
Name/Role:	Appt. Type	Effort Type	Base Salary	Months or %:	Person Months					Escal	
					Per 1	Per 2	Per 3	Per 4	Per 5		
Personnel by %						% Time or Effort					
1	Charlie Apple (Task 2)	12/12	CAL	80,000	%	10.0%	10.0%	10.0%			3%



Direct Labor Summary

If required/requested by the sponsor, here is an example of how you might enter the **direct labor figures** in a **summary budget table**:

Personnel Salary		Annual Salary	Salary Request			Total
			Period 1	Period 2	Period 3	
Task 1	Apple	\$133,333	\$ 5,333	\$ 5,493	\$ 5,658	\$16,484
Task 2	Apple	\$133,333	\$ 8,000	\$ 8,240	\$ 8,487	\$24,727
Total			\$13,333	\$13,733	\$14,145	\$41,211

Note: To manually add an escalation of 3%, multiply the previous rate by 1.03

- E.g., Task 1/Period 2 = $\$5,333 \times 1.03 = \$5,492.99$
Rounded to the nearest dollar = \$5,493



Fringe Benefits

Professor Apple's department is Med: Intl Med – Hematology & Oncology

For cost proposal budgets: To determine **fringe benefits**, SPO recommends you use the Negotiated Indirect Cost Rate Agreement (NICRA) rates rather than the more commonly used Composite Benefit Rates (CBR) table.

Select the appropriate fringe benefits in your budget templates.

- Change cell U34 (**Escalations to fringe?**) from **Yes** to **NICRA**.
 - Alternatively, you could keep **Yes** and try to explain in your budget justification that a 3% increase is built in, but **this may not be acceptable to the sponsor**.

Fringe Benefits

Rate Group (Code)	Period 1:	Period 2:	Period 3:
HCOMP Faculty, Physicians & SMG			
<ul style="list-style-type: none"> HCOMP = Health Sciences Compensation Plan This group includes UCDH Faculty, School of Medicine Physicians and University Senior Management Group 	26.9%	26.9%	26.9%

Your spreadsheet entries should look like this:

TASK 1

	<i>FY Split:</i>	<i>7/5</i>	<i>7/5</i>	<i>7/5</i>	<i>0/0</i>	<i>0/0</i>					<i>Escalations to fringe?</i>		<i>NICRA</i>
<i>Benefits by Person</i>	<i>UCPath CBR Group</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>		<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Total</i>
1 Charlie Apple (Task 1)	HCOMP Faculty & SMG	26.9	26.9	26.9				1,435	1,478	1,522	0	0	4,435
Total Benefits								1,435	1,478	1,522	0	0	4,435
Total Personnel								6,768	6,971	7,180	0	0	20,919

TASK 2

	<i>FY Split:</i>	<i>7/5</i>	<i>7/5</i>	<i>7/5</i>	<i>0/0</i>	<i>0/0</i>					<i>Escalations to fringe?</i>		<i>NICRA</i>
<i>Benefits by Person</i>	<i>UCPath CBR Group</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>		<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Total</i>
1 Charlie Apple (Task 2)	HCOMP Faculty & SMG	26.9	26.9	26.9				2,152	2,217	2,283	0	0	6,652
Total Benefits								2,152	2,217	2,283	0	0	6,652
Total Personnel								10,152	10,457	10,770	0	0	31,379

Fringe Benefits

If required/requested by the sponsor, here is an example of how you might enter the **fringe benefits** in a **summary budget table**:

Personnel Fringe Benefits		Rate Group	Fringe Request			Total
			Period 1	Period 2	Period 3	
Task 1	Apple	HCOMP Faculty, Physicians and SMG	\$1,435	\$1,478	\$1,522	\$ 4,435
Task 2	Apple	HCOMP Faculty, Physicians and SMG	\$2,152	\$2,217	\$2,283	\$ 6,652
Total			\$3,587	\$3,695	\$3,805	\$11,087

Note: Each entry above multiplies the salary by the NICRA fringe benefits rate.

- E.g., Task 1/Period 1 = \$5,333 x 0.269 (for 26.9%) = \$1,434.577
Rounded to the nearest dollar = \$1,435

How to Calculate Equivalent Hourly Rates

As Hourly Rates are commonly requested in cost proposals, this is an example of how to make these calculations:

Using our class example, a PI with a base salary of \$133,333 will commit 10% effort to a project.

Based on a standard work week of 40 hours, a full-time employee works 2,080 hours per year (40 hours a week x 52 weeks a year). However, using a different methodology that starts with the monthly rather than hourly rate, **the University of California uses 2,088 to represent the estimated number of work hours in a typical year.**

Therefore, $\$133,333 / 2,088 = \mathbf{\$63.86}$ effective hourly rate

Add in the **fringe benefits:**

$\$63.86 \times \text{fringe rate} = \63.86×1.269 (hourly rate + 26.9%) =

\$81.03 hourly rate + benefits

Determine **annual effort:**

Effort = $2,088 * 0.1$ (10%) = **208.8 hours**

Multiply **hourly rate + benefits** by **annual effort:**
 $\$81.03 \times 208.8 \text{ hours} = \mathbf{\$16,919.96}$ total salary
for budget period 1

Compare to spreadsheet:

Task 1/Period 1 Total Personnel: **\$ 6,768**

Task 2/Period 1 Total Personnel: **\$10,152**

Total: **\$16,920**

We then write a statement to the sponsor in the budget justification along these lines:

Indicated hourly rates are for proposal purposes only. Per UC policy, we will account based on base salary x effort.

Travel

As you may recall, Professor Apple will attend one professional conference. This trip, **related to Task 2 only**, will occur in **Budget Period 3**.

Based on Professor Apple's expenses for the same conference **last year**, and pricing out airfare and hotels stays for the anticipated travel periods, you determine the following:

- **Roundtrip airfare to San Diego: \$550**
 - Attach airfare quotes from AggieTravel
- **Hotel stay per night: \$250**
 - She will stay approximate 3 nights
(\$250 x 3 = \$750)
 - Attach quotes from hotel website or Conexus
- **Taxi**
 - \$25 each way; she will take a taxi to and from the airport (\$25 x 2 = \$50)
 - Attach previous expense/receipts
- **No costs for meals and incidentals is expected** as the conference provides all meals and she carries her own luggage, etc.

Enter travel info into the budget template(s)

- As this is for a Cost Proposal Budget, itemize as much as possible

Travel

Your spreadsheet entries should look like this:

TASK 2 only

Could be entered as
=250*3

<i>TRAVEL</i>	International?	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Airfare to Professional Conference in San Diego (Task 2)	No			550			550
Hotel (3 nights x \$250/night)	No			750			750
Taxi (To/from airport. \$25 each way)	No			50			50
<i>Total Domestic Travel</i>		0	0	1,350	0	0	1,350
<i>Total International Travel</i>		0	0	0	0	0	0
<i>Total Travel</i>		0	0	1,350	0	0	1,350

Could be entered as
=25*2

How might you enter this info in a summary table?

Task #	Period 1	Period 2	Period 3	Total
Task 1	\$ 0	\$ 0	\$ 0	\$ 0
Task 2	\$ 0	\$ 0	\$1,350	\$1,350



Travel Table - Itemized

Here's another way you could summarize the travel info:

Itemized Trip 1				
Period and Purpose	Destination	Item	Rate	Cost
Period 3: Experimental Biology Conference Meeting [Task 2]	San Diego, California	Airfare	\$550/Flight 1 traveler	\$ 550
		Hotel	\$250/night 3 nights 1 traveler	\$ 750
		Taxi	\$25 per trip x 2 (to/from airport)	\$ 50
Total Cost for Trip				\$1,350

Materials and Supplies

Professor Apple will purchase a computer and Microsoft Office Project Professional (License & Software) in the first Budget Period to be used equally for Tasks 1 and 2.

Computer/Workstation

- **Cost Basis:** working with your IT department, you obtain a \$1,935.98 quote for the needed workstation/computer
- **Supporting Materials:** Quote




Software

- **Cost Basis:** \$211.67 (one-time charge) quote from SHI (link through Aggie Buy) for license and software
- **Supporting Materials:** Quote

Enter Materials and Supplies in the budget templates. **Itemize.**

Item Quantity Price

Bundle: New Inspiron 27 7000 Series (AMD) Non-Touch was removed from your cart. Undo

Item	Quantity	Price
 Precision 7820 Tower Edit Save for later View full specs Hide savings Save 30% on select Precision 7820 Tower through Dell Small Business. Details Save 35% off select business PCs with coupon SAVE35 Details Free Shipping Easy Returns Price Match Guarantee Details	1	\$2,378.53
 Dell UltraSharp 24 Monitor - U2412M View full specs Hide savings Save \$90 Details	1	\$339.99
 Logitech MK520 Wireless Keyboard and Mouse Hide savings Save Today! Details	1	\$49.99

\$832.53 Total Savings

Subtotal **\$1,935.98**
Free shipping. Taxes not included.

Checkout
Check out with PayPal
Express Checkout
Continue Shopping
Save Cart | Email your cart

VISA, MasterCard, American Express, Discover, eCheck, PayPal, Call Express Lane

Norton SECURED, Verified by VISA, MasterCard SecureCode

sh | Search

Shopping Cart | Contact Us | Cancel Session | University of California | Logout

My Account Hardware Software Tools IT System Feedback

Microsoft Office Project Professional - license & software assurance - 1 PC - with Project Server CAL

Category: Project Management

\$211.67

In Stock

Quantity: 1 Add to Cart Print

View all Project Management by Microsoft

Materials and Supplies

Your spreadsheet entries should look like this:

TASK 1

Enter as
=1,936/2

Enter as
=212/2

OTHER DIRECT COSTS						
Materials and Supplies	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Computer/Workstation (Task 1)	968					968
Software (Task 1)	106					106
Total Materials and Supplies	1,074	0	0	0	0	1,074

TASK 2

OTHER DIRECT COSTS						
Materials and Supplies	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Computer/Workstation (Task 2)	968					968
Software (Task 2)	106					106
Total Materials and Supplies	1,074	0	0	0	0	1,074



Materials and Supplies

Professor Apple will purchase a computer and Microsoft Office Project Professional (License & Software) in the first Budget Period to be used equally for Tasks 1 and 2.

Computer/Workstation

- **Cost Basis:** working with your IT department, you obtain a \$1,935.98 quote for the needed workstation/computer
- **Supporting Materials:** Quote

Software

- **Cost Basis:** \$211.67 (one-time charge) quote from SHI (link through Aggie Buy) for license and software
- **Supporting Materials:** Quote

- What is the total cost of Materials and Supplies for:
 - Period 1: \$2,148
 - Period 2: \$ 0
 - Period 3: \$ 0
 - Total: \$2,148
- How would you enter this in the summary table below?

Task #	Period 1	Period 2	Period 3	Total
Task 1	\$1,074	\$0	\$0	\$1,074
Task 2	\$1,074	\$0	\$0	\$1,074
Total	\$2,148	\$0	\$0	\$2,148

Materials and Supplies Table - Itemized

Here's another way you could summarize the Materials and Supplies:

Itemized Materials and Supplies					
Item(s)	Qty.	Unit price	Basis for estimate	Task	Cost
Period 1:					
Computer	1	\$968	Online quote from Dell	1	\$968
Computer	1	\$968	Online quote from Dell	2	\$968
Software	1	\$106	Online quote from SHI	1	\$106
Software	1	\$106	Online quote from SHI	2	\$106
Total		\$2,148			\$2,148

Total Direct Costs

Note: Since no direct costs are excluded in our scenario, the **Total Direct Costs (TDC)** equal the **Modified Total Direct Cost (MTDC)** base.

- **MTDC:** Consists of 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 [leases]
 - Tuition remission
 - Scholarships and fellowships
 - Participant support costs
 - The portion of each subaward in excess of \$25,000

Task 1

Total Direct Costs	Choose Rate Type from Dropdown Below:	7,842	6,971	7,180	0	0	21,993
Indirect Cost Base	Rate Type	7,842	6,971	7,180	0	0	21,993

Figures are the same

Task 2

Total Direct Costs	Choose Rate Type from Dropdown Below:	11,226	10,457	12,120	0	0	33,803
Indirect Cost Base	Rate Type	11,226	10,457	12,120	0	0	33,803

Indirect Costs

Indirect costs, also known as Facilities & Administrative (F&A) costs, are costs that are not directly related to a specific sponsored project and are incurred by the university for common objectives.

As you may recall, Professor Apple indicated the **indirect costs would reflect research done at UCDH**.

In the budget templates, select the appropriate **Rate Type** for this project.

Note: A **split rate** is caused when the F&A rates change during a project period, due to one fiscal year with a set F&A rate ending on June 30th and another with a new F&A rate beginning on July 1st.

- **The OR Budget Templates automatically calculate split rates**, saving you from having to determine them yourself.

Total Costs (Summary Tab)

<i>Request Summary</i>						
<i>Direct Cost Total by Component and Year</i>						
Component Direct Costs						
Component 1	7,842	6,971	7,180	0	0	21,993
Component 2	11,226	10,457	12,120	0	0	33,803
Total Direct Costs	19,068	17,428	19,300	0	0	55,796
<i>Indirect Costs</i>	<i>11,632</i>	<i>10,631</i>	<i>11,773</i>	<i>0</i>	<i>0</i>	<i>34,036</i>
Total Costs	30,700	28,059	31,073	0	0	89,832

Subaward Indirect Costs:	0	0	0	0	0	0
UC Service/Other Sponsored Activities Indirect Costs:	0	0	0	0	0	0
Total Direct Costs for NIH Limit (excludes subaward/UC indirect):	19,068	17,428	19,300	0	0	55,796

<i>Cost Totals by Cost Category</i>						
Cost Category						
Salaries	13,333	13,733	14,145	0	0	41,211
Fringe	3,587	3,695	3,805	0	0	11,087
Personnel Total	16,920	17,428	17,950	0	0	52,298
Equipment	0	0	0	0	0	0
Travel	0	0	1,350	0	0	1,350
Participant/Trainee Support Costs (NSF definition)	0	0	0	0	0	0
Other Direct Costs						
Materials and Supplies	2,148	0	0	0	0	2,148
Total Direct Costs	19,068	17,428	19,300	0	0	55,796

<i>Indirect Cost Base</i>	19,068	17,428	19,300	0	0	55,796
<i>Indirect Costs</i>	11,632	10,631	11,773	0	0	34,036
Total Costs	30,700	28,059	31,073	0	0	89,832

Learning Objectives Recap



1. Know the definition of a Cost Proposal
2. Understand how to identify the necessary/allowed:
 - Components/Categories
 - Cost Basis/Costing Methods
 - Supporting Materials
3. Know how to use some common Cost Basis/Costing Methods

Any Last Questions?

Contact Us

Let us know how we did:

https://ucdavis.co1.qualtrics.com/jfe/form/SV_4HhzAkhwupoqFTw



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Resources



UCD Resources

- [OR Budget Templates](#)
- [F&A \(NICRA\) and Fringe Benefit rates](#)
- [Sponsored Programs Office \(SPO\)](#)
 - [Proposal and Award Learning Resources](#)
 - [Proposal Budget Handbook](#)
- [Investigator Effort Commitment](#)
 - [UC Davis policy on investigator effort \(Section III.D.\)](#)
- [Academic Salary Scales](#)
- [Staff Salary Scales](#)
- [Graduate Student Researcher \(GSR\) Tuition and Fees](#)
- [Aggie Enterprise Catalog Purchasing \(Knowledge Based Article \(KBA\)\)](#)
- [UC Travel & Entertainment](#)
 - [Per diem rates](#)
- [Contracts and Grants Accounting \(CGA\)](#)
- [Business & Revenue Contracts](#)
- [Technology Transfer](#)
- [Equipment Management](#)
- [Proposal Development Services](#)

Thank You



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