PREPARING A COST PROPOSAL BUDGET

SPO – CAMPUS TRAINING SESSION
PRESENTED BY: ALYSSA BUNN & KASSIE M. OBELLEIRO

LEARNING OBJECTIVES

• Know the definition of a Cost Proposal Budget
• Understand how to identify the necessary/allowed:
  • Components/Categories
  • Cost Basis'/Costing Methods
  • Supporting Materials
• Know how to use some common Cost Basis'/Costing Methods
HANDOUTS

• Today’s presentation  
  (minus the answers to activities)

• Lab Exercise
  • Budget Instructions
  • Workbook

OUTLINE

• Cost Proposal Budget Definition
• Prepare for Budget Development
• Develop the Budget
COST PROPOSAL BUDGET DEFINITION

• Supplements the Technical Proposal

• Detailed description and explanation of project costs
  • Basis of all costs
  • Costing methods and calculations
  • Escalations
  • Supporting materials
  • Budget table
  • Budget Justification

COST PROPOSAL BUDGET DEFINITION

B. Travel (discuss travel costs)

[Example - subject 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: 55 cents per mile based on the IRS reimbursement rate for 2017. Please see attached mileage charts.

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

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

- Meals and Incidentals: Actual Meals and Incidental Expenses (MIE) must be claimed for domestic trips less than 30 days, up to and not exceeding the non-allocation. Federal per diem is allowed for all domestic travel and foreign travel exceeding 30 days. Alcohol is not an allowable reimbursement on state or federal funds. The accidental component is intended to reimburse for taxes on the low-value fees and tips given to waiters/waitresses, porter, baggage carriers, bellhops, hotel maids, etc.

- Per Diem Meals: Per diem is authorized for all OHR letters and COE letters. Per diem rates vary by location. The rates are based on the federal per diem tables and are the maximums that can be reimbursed for meals. Exceptions are not required when claiming per diem.

Summary of Travel by Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1.0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Task 1.1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Task 2.0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Task 2.1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Task 2.2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
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<td>Task 2.3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

COST PROPOSAL BUDGET DEFINITION
COST PROPOSAL

BUDGET

Required by some sponsors and for some award mechanisms:

- Department of Defense (DoD)
- Department of Energy (DoE)
- Contracts from Federal Agencies (NIH, EPA, etc.)

Supplements the Technical Proposal

Detailed description and explanation of project costs by

- Budget Period/Year,
- Project Task and/or
- Fiscal Year

May have non-standard and/or varying budget periods

SAMPLE BUDGET TABLES

<table>
<thead>
<tr>
<th>Direct Cost Labor Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task #</td>
</tr>
<tr>
<td>Task 1.0</td>
</tr>
<tr>
<td>Task 2.0</td>
</tr>
<tr>
<td>Task 3.0</td>
</tr>
<tr>
<td>Task 4.0</td>
</tr>
<tr>
<td>Task 5.0</td>
</tr>
<tr>
<td>Task 6.0</td>
</tr>
<tr>
<td>Task 7.0</td>
</tr>
</tbody>
</table>

Table of Contents

I. Overall Summary Budget Tables:
  a. Summary Budget by Project Period
  b. Summary Table by Major Task
  c. Summary Table by Task and Month
II. Detailed Budget by Organization
  a. University of California, Davis
  b. [Partner 1]
  c. [Partner 2]
III. Funding Breakdown Table
IV. Cost Sharing [remove if not applicable]
V. Attachments
  a. F&A Rate Agreement
  b. Quotations
  c. Other Attachments

Budget Summary by:

<table>
<thead>
<tr>
<th>Project Period</th>
<th>10/28/15</th>
<th>10/28/16</th>
<th>07/28/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Period 2</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary by Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC Davis</td>
</tr>
<tr>
<td>Partner I</td>
</tr>
<tr>
<td>Partner II</td>
</tr>
<tr>
<td>Tota: $</td>
</tr>
</tbody>
</table>
PREPARE FOR BUDGET DEVELOPMENT

COST PROPOSAL BUDGETS

1. Read all sponsor guidelines
2. Know the UC Davis offices that may need to be involved
3. Request a template from SPO (proposals@ucdavis.edu) or create a template/outline
   • If requesting a template from SPO, please allow at least 3 business days to complete request.
4. Become familiar with costing methods and supporting materials
SPONSOR GUIDELINES

CLOSERLY READ ALL 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

IDENTIFY REQUIRED/ALLOWED COMPONENTS

• Cost categories and costing methods

• Components
  • Cover Page
  • Table of Contents
  • Overall Summary Budget Tables
  • Detailed Budgets (by organization)
    • Sealed bids may be allowed for subawards to industry >> Notify SPO early
  • Funding Breakdown
  • Attachments (supporting materials)

LET'S PRACTICE

Read the Budget Instructions exerted from ONR FOA Announcement N00014-16-R-FO005

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? __________
LET'S PRACTICE

Read the Budget Instructions exerted from ONR FOA Announcement N00014-16-R-FO05

4. What are the allowed cost categories (in order of listing)?
   • Direct Labor
   • Fringe Benefits and Indirect Costs
   • Travel
   • Subawards/Subcontracts
   • Consultants
   • Materials and Supplies
   • Recipient Acquired Equipment or Facilities
   • Other Direct Costs
   • Fee Profit

RELEVANT CAMPUS OFFICES

Business Contracts
• Purchase Agreements
• Service Agreements

InnovationAccess
• Non-Disclosure Agreements related to Commercialization Plans
• Confidentiality Agreements

SPO
• Extramural proposals and awards
• Non-Disclosure Agreements

Interdisciplinary Research Support
• Research Development Support
• Large (center-scale) Proposal Coordination

Equipment Management
• Equipment
• Fabrication
EXAMPLE TEMPLATE/OUTLINE COMPONENTS

Cover Page

Table of Contents

Summary Budget Tables
- Summary by Project Period
- Summary by Major Tasks
- Summary by Task and Month

Detailed Budgets (by organization)
- Cost Category
- Cost Basis
- Budget Tables
- Justification

Funding Breakdown
- Direct Cost Categories by Task

Cost Sharing and Institutional Support
- If applicable

Attachments
- Supporting Materials

PREPARE FOR BUDGET DEVELOPMENT

COMMON COSTING METHODS AND SUPPORTING MATERIALS

Labor/Salaries
- Costing Methods
- Effort or labor hours
- May allow escalations
- Supporting Materials
  - Investigator Effort: https://financeandbusiness.ucdavis.edu/systems/effort-commitment
  - Staff Salary Scales: https://hr.ucdavis.edu/departments/compensation/salary-scales

Fringe Benefits
- Costing Methods
- UC Davis Composite Benefit (CBR) Rates
- May allow escalations
- Supporting Materials
  - CBR Table: https://afs.ucdavis.edu/finance/costing-policy-analysis/comp-benefits/calculate

PREPARE FOR BUDGET DEVELOPMENT
### 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

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

### 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 >> Must be reviewed by Purchasing
• 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 Research Tuition and Fees: https://financeandbusiness.ucdavis.edu/student-resources/tuition-fees

LET’S PRACTICE!

Charlie Apple has asked you to help prepare Cost Proposal Budget for her proposal to the U.S. Department of Defense’s (DoD) Multidisciplinary Research Program of the University Research Initiative, ONR FOA: N00014-16-R-FO05. Professor Apple’s budget will only include her salary, fringe benefits, the purchase of a computer and software, travel to and attendance at professional conferences and indirect costs.

Read the Budget Scenario and compare to the Budget Instructions.
5. What elements should we include in Professor Apple’s budget?

• Direct Labor
• Fringe Benefits and Indirect Costs
• Travel (Professional Conferences)
• Materials and Supplies (Computer and Software)

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

6a. What Costing Method should we use?
"Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide any escalation rates for out years.

6b. What Supporting Materials should we provide?

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.

7a. What cost from Professor Apple’s budget should be reflected here?"
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.

7b. What costing method(s) and supporting materials should we provide?

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).

8a. What cost from Professor Apple’s budget should be reflected here?
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).

8b. What costing method(s) and supporting materials/information should we provide?

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.

9a. What cost from Professor Apple’s budget should be reflected here?
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 organization's 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.

9b. What details must be included for each trip?

9c. What costing method(s) and supporting materials should we provide?
DEVELOP THE BUDGET
COST PROPOSAL BUDGETS

PARTIALLY THE COMPLETE THE TEMPLATE/OUTLINE

- Dates
- Line Items

Overall Summary Budget Tables

- Detailed Budgets
- Cost Categories
- Cost Basis
- Relevant Supporting Information
- Dates and Line Items in Tables and Justification
LET’S PRACTICE - DIRECT LABOR COSTS

Professor Apple’s Salary

• Charlie Apple will commit 3% annual effort in each of the three budget periods. Her annualized salary is $133,333.

• Include a 3% escalation in Year 1 and then again in Year 2.

• She will spend 40% of her effort for this project on Task 1 and 60% on Task 2 in each Budget Year/Period.

Professor Apple’s Fringe Benefits

• Salary to charge x Fringe Benefit Rate

CALCULATE THE SALARY TO CHARGE TO THE GRANT IN EACH BUDGET PERIOD AND ADD TO THE DIRECT COST LABOR SUMMARY TABLE.

Calculate the amount of her salary to charge the first budget year and subsequent years (with escalations). *Escalate by Project Year/Budget Period. Round up to the nearest dollar.
DIRECT COST LABOR SUMMARY

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Annual Salary</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Apple, PI</td>
<td>$133,333</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

PREPARE FOR BUDGET DEVELOPMENT

LET’S PRACTICE – DIRECT LABOR

Calculate the salary to charge to the grant in each Budget Period for each Task and add to the Direct Salaries by Task table. She will spend 40% of her effort for this project on Task 1 and 60% on Task 2 in each Budget Year/Period.

Calculate the amount of her salary to charge the first budget year and subsequent years (with escalations). *Escalate by Project Year/Budget Period. *Round up to the nearest dollar.

\[
\text{Year 1 Salary} \times 40\% = \text{Year 1 Salary for Task 1}
\]

\[
\text{Year 1 Salary} \times 60\% = \text{Year 1 Salary for Task 2}
\]
LET'S PRACTICE – DIRECT LABOR

Calculate the salary to charge to the grant in each Budget Period for each Task and add to the Direct Salaries by Task table. She will spend 40% of her effort for this project on Task 1 and 60% on Task 2 in each Budget Year/Period.

Calculate the amount of her salary to charge the first budget year and subsequent years (with escalations). *Escalate by Project Year/Budget Period. Round up to the nearest dollar.

<table>
<thead>
<tr>
<th>Year 2 Salary</th>
<th>40%</th>
<th>Year 2 Salary for Task 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 Salary</td>
<td>60%</td>
<td>Year 2 Salary for Task 2</td>
</tr>
</tbody>
</table>

Develop the Budget

---

LET'S PRACTICE – DIRECT LABOR

Calculate the salary to charge to the grant in each Budget Period for each Task and add to the Direct Salaries by Task table. She will spend 40% of her effort for this project on Task 1 and 60% on Task 2 in each Budget Year/Period.

Calculate the amount of her salary to charge the first budget year and subsequent years (with escalations). *Escalate by Project Year/Budget Period. Round up to the nearest dollar.

<table>
<thead>
<tr>
<th>Year 3 Salary</th>
<th>40%</th>
<th>Year 3 Salary for Task 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3 Salary</td>
<td>60%</td>
<td>Year 3 Salary for Task 2</td>
</tr>
</tbody>
</table>

Develop the Budget
### DIRECT SALARIES BY TASK

<table>
<thead>
<tr>
<th>Personnel Salary</th>
<th>Annual Salary</th>
<th>Salary Request</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
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</thead>
<tbody>
<tr>
<td>Task 1.0</td>
<td>Apple</td>
<td>$133,333</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Task 2.0</td>
<td>Apple</td>
<td>$133,333</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Add the Budget Period date to the Composite Benefit Rate table

### LET’S PRACTICE – DIRECT LABOR

Add the Budget Period date to the Composite Benefit Rate table

<table>
<thead>
<tr>
<th>Rate Group (Code)</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Other Academic Appointments, MSP, Fire and Police (C)</td>
<td>38.1/38.9%</td>
<td>38.9%</td>
<td>38.9/38.5%</td>
</tr>
</tbody>
</table>
**LETS PRACTICE - TRAVEL**

Professor Apple will attend one professional conference on Budget Period 3 to present on her results. The trip is only related to Task 2. 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: $300**
  - Attach airfare quotes from AggieTravel
- **Hotel stay per night: $150**
  - She will stay approximate 3 nights ($150 x 3 = $450)
  - Attach quotes from hotel website or Conexus
- **Taxi**
  - $15 each way; she will take a taxi to and from the airport ($15 x 2 = $30)
  - 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.**
## TRAVEL TABLE – SUMMARY BY TASK & PERIOD

<table>
<thead>
<tr>
<th>Task #</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TRAVEL TABLE - ITEMIZED

<table>
<thead>
<tr>
<th>Itemized Trip 1</th>
<th>Period and Purpose</th>
<th>Destination</th>
<th>Item</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Period 3: Experimental Biology Conference</td>
<td>San Diego, California</td>
<td>Airfare</td>
<td>$300/Flight 1 traveler</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>Meeting [Task 2]</td>
<td></td>
<td>Hotel</td>
<td>$150/night 3 nights 1 traveler</td>
<td>$450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Taxi</td>
<td>$30 per trip</td>
<td>$30</td>
</tr>
</tbody>
</table>

Total Cost for Trip $780
Let's Practice – 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.

Determine the cost of a computer and the needed software.

Per Budget Period
Per Task

---

**Computer/Workstation**

- **Cost Basis**
  - Working with your IT department, you obtain a quote for the needed workstation/computer: $1,935.98
- **Supporting Materials**
  - Quote
LET’S PRACTICE – MATERIALS AND SUPPLIES

Software

• Cost Basis
  • Quote from SHI (link through Aggie Buy) for license and software
  • $211.67 (one-time charge)

• Supporting Materials
  • Quote
LET’S PRACTICE – MATERIALS AND SUPPLIES

• What is the total cost of Materials and Supplies for:
  • Period 1: $2,148
  • Period 2: $0
  • Period 3: $0
  • Total: $2,148

• How much should be allocated Task 1 and to Task 2?
  • Period 1: $1,074
  • Period 2: $0
  • Period 3: $0
  • Total: $1,074
### MATERIALS AND SUPPLIES TABLE – SUMMARY BY TASK AND PERIOD

<table>
<thead>
<tr>
<th>Task #</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1.0</td>
<td>$1,074</td>
<td>$0</td>
<td>$0</td>
<td>$1,074</td>
</tr>
<tr>
<td>Task 2.0</td>
<td>$1,074</td>
<td>$0</td>
<td>$0</td>
<td>$1,074</td>
</tr>
</tbody>
</table>

### MATERIALS AND SUPPLIES TABLE – ITEMIZED MATERIALS AND SUPPLIES

<table>
<thead>
<tr>
<th>Itemized Materials [Example]</th>
<th>Qty.</th>
<th>Unit price</th>
<th>Basis for estimate</th>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$2,148</td>
<td>$2,148</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LET’S PRACTICE – INDIRECT COSTS

Add the Direct Costs to get the Total Direct Costs (TDC). In this case, the TDC is also the Indirect Cost Base

- Direct Labor (Salary + Fringe)
- Travel
- Materials and Supplies

### DEVELOP THE BUDGET

**LEM'S PRACTICE – INDIRECT COSTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$4,000</td>
<td>$4,120</td>
<td>$4,244</td>
<td>$12,364</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$1,553</td>
<td>$1,603</td>
<td>$2,048</td>
<td>$5,204</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>$780</td>
<td></td>
<td>$780</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>$2,148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$20,498</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MTDC Base: **$20,498**
LET'S PRACTICE – INDIRECT COSTS

• The current rate to use for this project is 57%.
  \[
  \text{TDC} = \$20,496 \times 57\% = \text{Indirect Costs}
  \]

• What are the total project costs?
  \[
  \text{TDC} = \$20,496 + \text{Indirect Costs} = \text{Total Project Costs}
  \]

WEBSITES

• SPO Website: https://research.ucdavis.edu/proposals-grants-contracts/spo
  • F&A and Fringe Benefit Rates: https://research.ucdavis.edu/proposals-grants-contracts/helpful-links/indirect-cost-fringe-benefit-rates/#fa
• CGA Website: http://afs.ucdavis.edu/our_services/contracts-e-grants/index.html
• AggieBuy: https://supplychain.ucdavis.edu/procure-contract/aggiebuy
• UC Travel & Entertainment: https://supplychain.ucdavis.edu/travel-entertainment
TRAINING SESSIONS OFFERED BY SPO

• Most Thursdays from 9:00 – 11:00 am at the Office of Research (1850 Research Park Drive)
• Various topics related to research administration
• Laptops available for hands-on labs
• Partial credit for related SDPS classes
• Session list and registration: https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/

Q & A

• What questions do you have?