

Grant Development Support Unit



THE OHIO STATE
UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

[BUDGETING BASICS]

Table of Contents

General Budget Considerations	3
Budget Categories	3
A. Salaries.....	3
Budgeting for Non-Exempt Staff Salaries	4
Budgeting for Secretarial and Clerical Salaries.....	4
Budgeting for Student Salaries	4
Budgeting for 12-month Faculty and Exempt Staff	5
• Determining the Percentage of Effort Assigned to Grant.....	5
• Calculating the Monthly Rate of Pay.....	5
• Calculating “Person Months” for 12-Month Faculty and Exempt Staff	5
• Calculating the Calendar Year (CY) Person-Months.....	6
Budgeting for Faculty with 9-month appointments	6
• Calculating Academic Year Course Release.....	6
• Determining the Monthly Rate of Pay (for Summer Salary) (Off Duty)	6
• Determining “Person Months” for Academic Year.....	7
Annual wage increases	7
B. Fringe Benefits	8
C. Equipment	8
D. Travel	9
• Foreign travel	9
• Domestic travel.....	9
• Items to Consider When Budgeting for Travel	9
E. Participant/Trainee Support Costs.....	9
F. Other Direct Costs.....	10
• Materials and Supplies.....	10
• Publication Costs	10
• Consultant Services	11
• ADP/Computer Services.....	11
• Sub awards/Consortium/Contractual Costs	11
• Equipment/Facility Rentals/User Fees	12
• Equipment Rental	12

- Facility Rental 12
- Land-Use Charges 12
- User Fees 12
- Alterations/Renovations..... 12

Additional Types of Other Direct Costs 12

- Communications..... 12
- Service or Maintenance Contracts..... 13
- Conferences/Meetings 13
- Speaker/Trainer Fees 13
- Honorariums..... 13
- Tuition/Fees 13
- Fabrication of Equipment 13
- Lab testing 14
- Website/App Development 14
- Education Curriculum Material 14

8. Indirect Cost (Facilities & Administrative)..... 14

9. Budget Justification 14

10. Consultants vs. Subawards 15

11. Cost Sharing (Matching)..... 16

12. ePA-005 16

13. Quick Tips for Preparing a Good Budget Justification 17

14. Budget Justification EXAMPLE (no cost share) 18

15. Cost Share Budget Justification EXAMPLE 20

16. Participant Support Costs-EXAMPLE..... 22

General Budget Considerations

The proposal budget should be derived directly from the project description.

Budgets are generally computed on a 12-month basis, unless the project will have a different time frame. Cost estimates are usually required for each year of a multiple-year project, though the level of detail varies by sponsor.

Follow sponsor guidelines for format.

Determine what costs the sponsor allows. For example, some government and non-profit sponsors do not allow faculty academic year time to be charged time to a project.

The proposal budget for all years of a multiyear project is generally reviewed and approved before the project begins. Thus, it is important to include enough funds to cover likely cost increases, both before the project is funded (which may be 6 to 12 months after proposal submission) and in subsequent years. Because it is impossible to predict exactly how costs will change in the future, the budget figures are *estimates* of what a project will cost.

Budget Categories

A. Salaries

When preparing the budget and justification include the name and title for each person listed, and how the requested salary was determined: EXAMPLE (monthly salary rate x # of months). If the project is multi-year, indicate the annual increase, recommended at 3%. Provide a description of what each position will be doing within the grant proposal on the justification.

List the funded months in either Academic, Summer or Calendar months depending on the academic appointment of the person. All salaries requested must be consistent with the regular practices of the institution.

Show funded work months that will be charged to the project for each salary that is to be paid by the sponsor (e.g., Two post doc. Associates on a 12 month project. One will spend 100% of time (12 months) and one will spend 50% time (6 Months); total work months would be 18 months).

Only persons employed by OSU should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the Other Direct Costs category.

Budgeting for Non-Exempt Staff Salaries

Some projects will require the support of non-exempt staff. Non-exempt staff will either be hired specifically to work on the grant project, or currently-employed staff may be released from other duties to work on grant-funded activities. In rare cases, non-exempt staff may be paid with overtime compensation for extra service duties that go beyond the scope of their regular responsibilities. Non-exempt staff are subject to overtime pay.

Budgeting for Secretarial and Clerical Salaries

For these salaries to be allowable as a direct charge to the award, a justification of how that person will be directly involved in the project must be included in the budget narrative. General administrative duties such as answering telephones, filing, typing, or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

Since some clerical assistance is routinely provided to faculty/staff, salaries for departmental administrative and clerical staff are typically included in OSU's Facilities and Administration charge, and should not be charged to grant budgets.

However, direct charging of these costs may be appropriate if the following circumstances apply:

- ✦ The sponsored program is a major project or activity. "Major project" is defined as a project that requires an extensive amount of administrative or clerical support, which is significantly greater than the routine level of such services provided by academic departments.
- ✦ The individuals performing the administrative / clerical support can be specifically identified with the project or activity.

Budgeting for Student Salaries

Grants often include undergraduate or graduate students as personnel because they represent a cost-effective way to staff a project. Students often are in a unique position to make contributions to a project and benefit from the experience.

Student Workers at an Hourly Rate: Undergraduate and graduate students can be paid with grant funds at an hourly rate. Because students have a broad range of skill-levels and can be engaged in a wide variety of duties, there is no set hourly rate for student workers.

Generally, undergraduates are paid between \$8.55 (minimum wage) and \$12.00 per hour, and graduate students are generally paid between \$12.00 and \$17.00 per hour, depending upon their level of responsibility, the skill

involved in their assigned duties, and other factors. Each department sets their own rates for hiring students.

EXAMPLE: Three graduate students will be identified to assist with data collection, entry, and analysis for the XYZ project. Each student will work approximately 100 hours per semester during the Fall and Spring semesters of two-year project period and be compensated at an hourly rate of \$12.00/hour. $\$12.00/\text{hour} \times 100 \text{ hours/semester} \times 4 \text{ semesters} \times 3 \text{ students} = \$14,400.$

If you are requesting wages for graduate students you also need to indicate how the tuition/fees will be paid. Tuition/Fees are considered an "Other Direct Cost" and should be noted in that section of the budget.

Budgeting for 12-month Faculty and Exempt Staff

Projects may involve the effort of 12-month faculty and exempt staff. Typically, 12-month faculty and staff will be released from other duties to work on grant-funded activities. The following computation methods provide examples of how to budget for 12-month faculty and exempt staff.

- **Determining the Percentage of Effort Assigned to Grant**

With the approval of appropriate administrators, 12-month faculty members and/or exempt staff members can have a portion of their effort reassigned to grant activities. The budget should include the portion of effort that will be assigned to the grant.

EXAMPLE: Assistant Director V is an exempt staff member at 100% effort with a base salary of \$35,000. S/He will be re-assigned to the grant for 50% of her effort. $\$35,000 / 50\% = \$17,500.$

- **Calculating the Monthly Rate of Pay**

It may be necessary to budget 12-month faculty and exempt staff at a monthly rate of pay. To determine monthly rate of pay divide the base salary by 12.

EXAMPLE: Mr. U is an exempt staff member at 100% effort with a base salary of \$39,000. Mr. U will be re-assigned to spend two months conducting grant funded activities. $\$39,000 / 12 = \$3,250$ monthly rate of pay $\times 2$ months = \$6,500.

- **Calculating "Person Months" for 12-Month Faculty and Exempt Staff**

Some funding agencies (including the National Science Foundation) require budgets to reflect effort in terms of "person months" committed to the project. Person months can be calculated in several ways depending on the planned effort on the grant, the salary request, and the funding agency's instructions for

calculating person months. Person-months typically are categorized based on the type of appointment a person has and when the work is done: academic year, calendar year, or summer. Use the calendar year category to show person months committed by 12-month faculty and exempt staff (the academic year and summer categories are used only for 9-month faculty).

- **Calculating the Calendar Year (CY) Person-Months**

To calculate person months for employees on a 12-month appointment, multiply the percentage of effort x 12 (the number of months in a 12-month appointment). For example, someone reassigned 10% time to work on a grant project is committing 1.2 person months (10% effort x 12-month appointment = 1.2 person months).

Budgeting for Faculty with 9-month appointments

Most faculty are on 9-month appointments (Sept 1 – May 31), and their effort and compensation on a sponsored research grant program can be calculated using the methods below.

- **Calculating Academic Year Course Release**

With the approval of the Department Head and Dean, faculty can be released from academic year teaching duties to work on grant-funded activities. In these instances, the grant will pay for that portion of the faculty member's time, creating "salary savings" to the institution. For faculty members teaching four courses per semester (8 courses per year), each course equals 12.5% of their total academic year effort. To budget for academic year course release, multiply 12.5% x the number of courses from which the faculty member will be released during the academic year x the faculty member's base salary.

EXAMPLE: Dr. Z is on a 9-month appointment @ salary of \$50,000. Dr. Z will be released from one course each semester to work on grant activities during the academic year. $12.5\% \times 2 \text{ courses} = 25\% \times \$50,000 = \$12,500$

- **Determining the Monthly Rate of Pay (for Summer Salary) (Off Duty)**

Faculty members often use the summer months (June, July and August) to conduct research and work on sponsored research activities. To budget for summer effort, divide the 9-month base salary by 9 to calculate the monthly rate of pay, then multiply that figure by the number of summer months (up to 3) that the faculty member will work on the grant project. OSU allows 9-month faculty to earn up to 33% of their salary during the summer. When all summer pay – including teaching and grant pay – is combined, the total cannot exceed 33% of the faculty member's academic-year salary. Take a faculty member's

summer teaching plans into account when determining how much time to budget for grant activity, to ensure the budget doesn't exceed the 33% summer pay maximum. Also keep in mind that some funding agencies (including the National Science Foundation) limit summer compensation to 2.5 months – be sure to check the program guidelines carefully for these restrictions.

EXAMPLE: Dr. Y is on a 9-month appointment @ a salary of \$45,000. Dr. Y will spend 2.5 months during the summer conducting grant-funded research. $\$45,000 / 9 = \$5,000$ monthly salary $\times 2.5$ months = $\$12,500$.

- **Determining “Person Months” for Academic Year**

Some funding agencies (including the National Science Foundation) require budgets to reflect effort in terms of “person months” committed to the project. Person months can be calculated in several ways, depending on the planned effort on the grant, the salary request, and the funding agency’s instructions for calculating person months. Person months are typically divided into categories based on when a faculty member will work on the project (academic year or summer).

- **Academic Year (AY) Person Months**

When requesting academic year release time for a faculty member with a 9 month appointment, multiply the percentage of release time effort $\times 9$ (the number of months in an academic year appointment).

EXAMPLE: Dr. L will be released from one course each semester (2 courses total), the AY effort is 12.5% per course (a total of 25% effort for the AY). 25% AY effort $\times 9$ -month appointment = 2.25 person months

- **Summer Person Months**

When requesting one month of summer pay for a faculty member on an academic-year appointment, figuring person months is easy: the faculty member is committing one person month. However, if pay is figured on an hourly or other basis, you’ll need to convert the amount paid to a percentage of effort (based on the person’s base salary).

EXAMPLE: Dr. L is being compensated \$5000 for teaching a workshop and his base pay is \$50,000, the percent effort is 10% ($\$50,000$ divided by $\$5,000$) and the faculty member is committing 0.9 person months (10% effort $\times 9$ -month appointment = 0.9 person months).

Annual wage increases

Depending on the planned start-date and duration of your project, you may need to include pay raise estimates to ensure that your project will have sufficient funds to cover personnel costs. If project activities will take place after the current fiscal or

academic year ends, calculate a 3-4% raise per person for each year of the project. (If next year's raise is known at the time you are developing a budget, include the known raise for next year then budget a 3-4% pay increase for any subsequent years of the project.) Some sponsors limit the percentage increase so be sure to read the proposal guidelines for limitations.

B. Fringe Benefits

Show the total of allowable fringe benefits. Keep in mind that different fringe rates apply to different positions. Current rates can be found at:

<https://osp.osu.edu/development/budgets/fringe-benefit-rates-and-tuition/>

EXAMPLE: Dr. B will be paid \$20,000 from the grant for his effort. Dr. B's unique fringe benefit rate is 35% of his salary, so use the 35% rate to calculate his fringe benefits. The grant will pay associated fringe benefits of \$7,000. ($\$20,000 \times 35\% = \$7,000$).

C. Equipment

This category includes items of equipment equal to or **in excess of \$5,000 and having a useful life of more than one year**. Details such as the type of equipment, cost, and a brief narrative on the intended use of the equipment for project objectives are required. Purchases of less than \$5,000 should be listed under Materials and Supplies or Other Direct Costs

Each item of equipment should be listed with the corresponding cost and a quote from the vendor for the equipment cost should be obtained.

Some items such as vehicles will require a lease vs. purchase cost analysis prior to approval.

Rental of equipment should be listed under the Other Direct Costs category. Some sponsors have limitations on the amount or type(s) of equipment to be purchased for the project. Refer to the Program's Solicitation for any limitations.

Fabrication of equipment should be listed under the Other Direct Costs category. (EXAMPLE: A researcher wishes to build a specific piece of equipment that has multiple components.)

D. Travel

- **Foreign travel**

Foreign travel includes any travel outside of North America and/or U.S. Possessions. In the budget justification include purpose, destination, dates of travel, and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g. 3 days).

- **Domestic travel**

Domestic travel includes Canada, Mexico, and U.S. Possessions. Provide information used in estimating the cost such as: the destination, purpose, number of travelers, and estimated cost per trip (e.g., St. Louis, Missouri to attend a conference, 2 persons - \$1,000 ea.).

- **Items to Consider When Budgeting for Travel**

- Airfare: Estimate airfare costs based on the current rate of fares to your anticipated destination. It is wise to estimate airfare costs by taking the current rate and adding a reasonable increase to cover future rate increases.
- Ground Transportation: Budget for ground transportation (taxis, public transportation, airport / hotel shuttle service, rental cars, etc.).
- Per Diem: The costs of meals and incidental expenses are included in the established per diem rates for in-state and out-of-state travel.
- Conference Registration Fees: Conferences and professional meetings often include registration fees.
- Lodging: Budget for the costs of lodging
- Mileage for vehicle usage (personal and motor pool vehicles).

E. Participant/Trainee Support Costs

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not OSU employees) in connection with sponsored conferences, meetings, symposia, training activities and workshops.

Generally, indirect costs (F&A) are not allowed on participant support costs for NSF projects. The number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal. Some programs, such as Research

Experiences for Undergraduates, have special instructions for treatment of participant support.

When participant support costs are proposed in a budget, a detailed justification should describe the purpose for the costs and the way in which they will directly benefit the proposed project's scope of work. If participant support costs at conferences/meetings are requested, the budget justification should indicate the purpose, date, and place of conference/meeting; number of participants; cost for each; speaker fees (include number of persons, number of days, and cost per person); cost of facilities rental, and other related expenses.

Cost should be itemized with a dollar amount provided for each item. The number of participants to be supported should be indicated for each item. The Investigator should submit an itemization of these costs. An example has been provided on page 22.

F. Other Direct Costs

Other Direct Costs are those anticipated direct project charges not included in any of the previously mentioned budget categories. A description and cost must be included in the budget narrative for each item. Items in "Other Direct Cost" for Federal & Matching funds should be listed with the corresponding dollar amounts with an explanation of the costs provided in the Budget Narrative. Examples of items are:

- **Materials and Supplies**

This includes categories such as software, educational or field supplies, and laboratory supplies such as chemicals, reagents, and glassware. For those items that aren't typical materials & supplies, a brief narrative or justification of how the item fits the program should be included. Indicate the types of materials and supplies in general terms with estimated costs. General office supplies are not allowed on federal projects as these type of items are generally included as part of the F & A costs.

- **Publication Costs**

This budget category is associated with the publishing of an article in a scientific or technical journal or other type of field/program related publication or for commercial printing of brochures and program materials. Costs of preparing and publishing the results of a project conducted under the award, including costs of reports, reprints, page charges or other journal costs, and necessary illustrations, may be included. Photocopying costs should be included under the "other" category.

- **Consultant Services**

A consultant is someone who renders expert advice in his/her field. The consultant should not be affiliated with the performing organization (OSU). The budget narrative should include the name of the consultant and his/her organization, a statement of work, and a breakdown of the amount being charged to the project (e.g. number of days of service, daily rate of pay, travel costs, per diem, and total estimated costs.). A resume or vita for each consultant should be included. A letter of collaboration or intent signed by the consultant or the Authorizing Representative of the consultant organization should also be included.

Consultant rate of pay should not exceed an Executive Level IV (currently \$155,500 per year or \$598.60 per day based on an 8 hour day). Information on Executive Level IV salary rates may be found at the Office of Personnel Management website <http://opm.gov>.

Applicants normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the activities supported by awards.

- **ADP/Computer Services**

This category refers to research specific computer services, such as reserving computing time on supercomputers or requesting specialized software to help run your statistics. This section should not include the standard desktop office computer, laptop, or the standard tech support provided by OSU. Those types of charges are generally included in the F&A costs. In the budget justification, include the established computer service rates at the proposing organization, if applicable.

- **Sub awards/Consortium/Contractual Costs**

When a portion of the work proposed will be performed by outside sources, a statement of work (proposal), budget and budget narrative from the proposed subcontractor should be included. The proposal should include a letter of collaboration or intent signed by the subcontractor's Authorizing Representative. The level of details required for the subcontract budget is the same as the recipient's organization. All funds cannot be allocated to subcontracts as it is expected the awardee organization will have some involvement on the project.

Profit or non-profit subcontractor employee rates of pay should not exceed an Executive Level IV (currently \$155,500 per year or \$598.60 per day based on an 8 hour day). Information on Executive Level IV salary rates may be found at the Office of Personnel Management website <http://opm.gov>.

- **Equipment/Facility Rentals/User Fees**

- **Equipment Rental**

When there is a need to rent equipment for use on the project, provide information on the type of equipment to be rented, the purpose or use on the project, the length of time needed, and the rental rate.

- **Facility Rental**

When it is necessary to rent office or other facility space for project implementation, and the space is located off-site from the organization's main facility and the space is not owned by the recipient organization, the cost of the rent may be charged against the award, if the space is used specifically for the project. The budget narrative should provide details on the normal monthly rental charge and how the rent is pro-rated to the project. For laboratory facilities, provide a letter signed by an Authorizing Representative of the rented space attesting their agreement to allow the project to operate in the space.

- **Land-Use Charges**

When there is a charge for using land owned by others for project purposes, provide the charge per acre (or other rate charged), number of acres, and total cost.

- **User Fees**

When there are usage fees, provide information on the type of service being charged, how it relates to the project, an explanation and break-down of the costs.

- **Alterations/Renovations**

When space must be altered or renovated to accommodate the project, provide explicit details of the renovation and a justification of why this is necessary to the project. In the budget justification, itemize by category and justify the costs of alterations and renovations including repairs, painting, removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs. Provide details of the cost involved. Most sponsors do not allow Alterations/Renovations as a direct cost to the award.

Additional Types of Other Direct Costs

- **Communications**

Includes telephone communication, postage, FedEx, advertising and associated costs that are non-routine and pose an extraordinary need (i.e., a phone bank for a project that includes a survey administered via the telephone).

- **Service or Maintenance Contracts**

Costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service/maintenance costs). Provide details of the type of equipment and the amount of the service contract to be paid from Federal funds.

- **Conferences/Meetings**

Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities and equipment for the meeting, honorariums or fees for trainers or guest speakers and travel and per diem for participants and speakers. Details of costs for each conference or meeting should be broken out and provided in the budget narrative.

Meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuing the meeting. Such activity is considered to be an entertainment cost. In contrast, it is USDA policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Breakfast meals are generally not allowable because no continuity of the meeting exists. Alcohol is never permitted.

- **Speaker/Trainer Fees**

Information on speakers should include the fee and a description of the services they are providing.

- **Honorariums**

Honorariums to persons providing a service are allowable. Provide information regarding the honorarium amount (rate of pay) and a brief statement regarding what the person is doing to earn the honorarium.

- **Tuition/Fees**

Tuition and fees are normally considered an "Other Direct Cost". Identify the number of students, number of semesters, the annual rate of tuition, and the annual rate of increase (e.g. 6%).

- **Fabrication of Equipment**

When the project calls for an item of equipment to be developed vs. purchasing the item, the budget narrative should include a description of the item and its purpose as well as a total cost of the item.

- **Lab testing**

When specific testing services are needed (e.g. MCIC, Star Lab) for a research project. Explain the type of test, number of samples, cost per test/unit and the overall cost.

- **Website/App Development**

Your project may need a website or a specific “app” developed. Be sure to describe the item, its use (include future updates and maintenance), and cost.

- **Education Curriculum Material**

Use this when your proposal contains the development and/or distribution of educational material.

8. Indirect Cost (Facilities & Administrative)

If indirect costs are allowable under by the sponsor, state the rate used. Note: USDA will calculate your approved negotiated rate against the maximum rate permitted by the program (if different) and will use the rate which results in a lesser dollar amount being charged to the award.

Many sponsors have statutory limits on the amount limits of F/A rate cost recovery. This limitation flows down to subcontracts. Indirect costs vary by industry sponsor.

Remember—the indirect rate used must be approved at the department and college levels.

9. Budget Justification

Budget justifications or budget narratives are the storytelling pieces of budgets. They explain the budget in paragraph form. It is imperative to explain as much as possible. The justification should be a line-by-line explanation of each piece of the budget. Nothing should be without an explanation. The budget justification should lead to answers, not more questions. If a sponsor has questions regarding the budget, the narrative should be adequate enough to explain or answer those questions

REMEMBER: Each sub awardee or subcontractor must provide its own detailed budget and budget justification.

10. Consultants vs. Subawards

Consultants

Consultants on a sponsored project are individuals or entities that provide services within normal business operations to many different customers. These services are secondary to the operation of the project. For example, a project may need to hire an evaluator in order to receive an unbiased analysis of the project’s results. Consultants will be budgeted as a “Contracted Service” or “Consultant”. When budgeting for a consultant, it is important to incorporate all of his/her, or the company’s, charges. Include the consultant’s hourly or daily rate, number of hours/days estimated, travel costs, materials & supplies costs, etc. in the justification.

Sub awards

Sub recipients are entities that will contribute to the programmatic portion of the project and are outside of OSU. Their performance will be measured against whether the objectives of the project are being met. Sub recipients ARE subject to project compliance. Therefore, sub recipients must adhere to the University’s awarded terms and conditions. Sub recipients should provide a detailed budget similar to OSU’s budgeted categories (i.e. salary, fringe benefits, travel, equipment, materials & supplies, consultants, indirect costs, etc.). Please note – if there is a sponsor restriction on F&A then our subcontractors must also adhere to said restriction in their budgets.

A few indicators to help determine if a PI should be a Consultant or a Sub Award.

Sub award	Consultant
Does the entity’s statement of work represent an intellectually significant portion of the programmatic effort of the overall project?	An individual, firm, and/or organization retained to provide professional advice or services for a fee.
Does the entity have responsibility for programmatic decision making?	Meets the independent contractor status established by the IRS.
Could the entity’s work result in development of intellectual property or publishable results (including co-authorship)?	Provides similar goods and services to many different purchasers. Provides goods and services within normal working hours.
Will the entity be using institutional facilities, students or staff?	Operates in a competitive environment.

11. Cost Sharing (Matching)

The same level of detail required to be provided for Federal funds should be provided for any required cost-sharing/matching (Note: you may have a budget and a justification for the Direct Costs and the Cost Share). Matching which is not required should not be included on the budget or obligated in the justification.

Cost sharing means charging part of the costs of a sponsored project to a source other than the sponsor. A common university contribution is the cost of time that faculty members commit to the project but for which they do not charge the sponsor.

If cost sharing is included in a proposal to a federal sponsor and the proposal is funded, the promised cost share becomes a requirement of the award whether or not that requirement is specified in the award document. All cost sharing must be documented as having been provided. Some costs, such as supplies, do not lend themselves readily to documentation and audit, so using these items as cost share should be avoided if at all possible.

If a project does not recover F&A costs at the appropriate negotiated rate, the unrecovered F&A costs can usually be shown as cost share. Unrecovered F&A costs are computed by taking the difference between the F&A costs that the project should have recovered (calculated at the appropriate negotiated rate), and the actual amount of F&A dollars recovered.

12. ePA-005

The ePA-005 application allows online creation and signature of the PA-005 form. An ePA-005 form must be completed for each proposal that is submitted to an external funding source. Line by line instructions can be found at <https://rf.osu.edu/secure/ePA-005/instructions.html>.

The form serves two purposes:

1. It documents administrative, budgetary and compliance information about the proposal and provides chairs, center directors, deans and Vice Presidents with a summary of that information.
2. Campus approvals are the Office of Sponsored Program's authorization to submit the proposal to an external sponsor.

This form is not completed for OSU internal funding opportunities (SEEDS).

13. Quick Tips for Preparing a Good Budget Justification

- Label each budget category clearly and put each one in the order it is found in the budget
- Use crisp, clear, and concise language
- Confirm you are within the page, font, and margin allowances for the budget justification
- Use whole dollar figures only (no cents), unless specifically requested by the funder
- Provide sufficient detail according to the funding agency's guidelines (e.g. NSF wants brief information, ED wants more details)
- Personnel: Include base salary/person-month/FTE/percent commitment (according to the sponsor's request) and a brief description of the individual's responsibilities
- Travel: Provide a brief statement on the reason for the travel, indicate the destination or anticipated destination (if unknown), and provide details on how the cost was determined
- Equipment: Reference and/or attach quotes for major equipment (according to funder guidelines)
- Subawards: Obtain and provide a complete budget justification for all intended subawardees
- Indirect Costs/F&A: Explain the methodology for calculating the costs (e.g. modified direct costs (MTDC) vs. total direct costs (TDC). Be sure not to exceed sponsor limits, if applicable
- Do not include voluntary cost sharing
- Proofread! Do all the dollar amounts match the budget forms, and does everything add up? If time allows, proof subawardee's budget justifications also.



14. Budget Justification EXAMPLE (no cost share)

The Ohio State University
Dr. Brutus, Project Director

Title: Buckeye Pride
Program: AFRI (A1111) Pest and Beneficial Insects in Plant Systems Program
Grant Period: 1/01/2011 – 12/31/2013
Total Budget: \$442,686

Dr. Brutus will serve as a Principal Investigator and Project Director responsible for all aspects of the project. She will ensure that research goals are met in a timely manner, with scientific integrity, and completed within budgeted amounts.

Salaries (\$163,200)

Project Director, Dr. Brutus, Summer Salary: \$10,000

One month of summer salary for Dr. Brutus is requested per year of the proposed project. This salary is based on a 9 month salary appointment.

Co-Pi, Dr. Jones, Summer Salary: \$10,000

One month of summer salary for Dr. Jones is requested per year of the proposed project. This salary is based on a 9 month salary appointment.

Two Graduate Students (2): \$100,000

Dr. Brutus and Dr. Jones will each advise a Ph.D. student for three years, beginning in year 1 of the project. In years 1 and 2 these students will be paid .50 FTE as a teaching assistant and .50 FTE as a research assistant. In year 3, the students will be paid full time on a research assistantship. The Ph.D. student working with Dr. Brutus will oversee Obj. 1 of the project and the Ph.D. student working with Dr. Jones will oversee Obj. 2-4.

Undergraduate Research Assistants (4): \$43,200

Four undergraduate student researchers will be paid an hourly rate of \$9 for 12 weeks (June-August), 40 hours per week during years 1-3 to complete field work and assist with sorting, identifying and entering data associated with the Buckeye Pride program.

Annual wage increase of 3% applied to each position in subsequent years.

Fringe (\$27,814)

Fringe benefits are requested for all the above requested positions. Fringe rates are determined by the rate agreement with DHHS at the Ohio State University.

Travel and Related Expenses (\$28,000)

All funds requested are for domestic travel. Majority of funds will be used to pay the costs of fuel and vehicle rental. Funds will also cover the cost of food and lodging for a total of 35 days two students will spend in Iowa conducting research (2 weeks during 2011 and 2012, 3 weeks

during 2013). Funding is also requested for PD travel to the USDA Project Directors workshop in Washington, D. C. (\$1,000).

Materials and Supplies: (\$34,790)

Funds are requested for consumable project supplies to accomplish this project as follows:

Field Collecting Supplies: A total of \$4,500 is requested for field collecting supplies such as sweep nets, plastic bags, clip cages, mesh fabric, PVC pipe, flagging, Petri dishes, and rearing containers.

Microsatellite Development and Analysis: A total of \$26,290 is requested for microsatellite analysis. Cost breakdown: 15 populations X 50 individuals X \$6.30 genotyping/individual = \$4,725 per species X 3 species = \$14,175 for current populations. Historical collections will add an additional 7 populations per species, totaling \$6,615. The \$6.30 per individual includes DNA extraction, PCR generation, genotyping costs, and general plastic lab equipment. For microsatellite development, \$5,500 is needed for 2nd generation sequencing and fluorescently labeled primers.

Video Equipment: A total of \$4,000 is requested to build three surveillance camera systems to collect video data of IGP events.

Publication Costs: (\$2,000)

A total of \$2000 is requested to publish peer-reviewed publications based on research findings.

Other Direct Costs: (\$89,492)

Other: Tuition and Fees (\$62,472)

Tuition and fees are requested for all three years for two graduate students in Dr. Brutus and Dr. Jones lab (stipend included in wages). Year One and Two, a total of four semesters (2 semesters for each student), in Year Three, a total of six quarters (three semesters for each student).

Other: Purchased Services (\$16,020)

A total of \$16,020 is requested to purchase lady beetle populations from 14 individuals who have agreed to collect 50 individuals of *H. convergens*, *C. munda* and *C. maculata*.

Other: Extension Expenses (\$11,000)

The Buckeye Pride Toolkits

A total of \$9,000 is requested for step-in fence posts, yellow sticky card traps, folders, copying costs, padded mailing envelopes, and pre-paid mailing costs to produce 250 BLBB toolkits per year for three years.

Extension Bulletins

A total of \$2,000 is requested to publish four extension bulletins to accompany webinars focused on enhancing beneficial insects in the home landscape.

Indirect Costs \$97,390

Indirect costs are calculated at the rate of 42.857% of the total direct costs.

15. Cost Share Budget Justification EXAMPLE

Project Title: Buckeye Pride
Dr. Brutus, The Ohio State University
Budget Period July 1, 2010 – June 30, 2014
Total Cost Share: \$1,208,915 (OSU amount)

Village Farms: \$545,544

Village farms have pledged \$545,544 toward the cost share at the rate of **\$136,386 for each year** of the project.

Budget category: Other
 This pledge includes in-kind salary for Dr. Drew, and 4 greenhouse disease scouts, greenhouse cleanout manpower and chemicals, and contribution to the cost of conducting economic analyses of the costs/benefits of the project

Budget category: Travel
 Travel expenses to attend project related meetings.

Services	Amount per year	Four year total
<u>Budget category: Other</u> Portion of Dr. Drew’s salary	\$22,500	\$90,000
<u>Budget category: Other</u> Portion of 4 greenhouse disease scouts	\$10,000	\$40,000
<u>Budget category: Other</u> Greenhouse cleanout manpower and chemicals (Required for research)	\$99,386	\$397,544
<u>Budget category: Travel</u> Travel (meetings)	\$4,000	\$16,000
<u>Budget category: Other</u> Economic Analysis	\$500	\$2,000
Total	\$136,386	\$545,544

Ohio Produce Growers and Marketers Association (OPMGA): \$6,000

Budget category: Other
 OPMGA will provide \$6,000 at the rate of \$2,000 for years two through four to be used toward personnel, facilities, printing, and other operational costs.

Backyard Farms: \$184,000

The following pledge of support has been made by Backyard Farms. It includes a one-time cash donation to be disbursed in year one. \$10,000

Services	Amount per year	Four Year Total
<u>Budget category: Other</u> Cash Contribution (one time)		10,000
<u>Budget category: Other</u> Portion of Daisy Duke's salary	8,000	32,000
<u>Budget category: Other</u> Portion of greenhouse scout's wages	30,000	120,000
<u>Budget category: Materials/Supplies</u> Sample Shipments and materials	2,000	8,000
<u>Budget category: Travel</u> Travel (meetings)	3,000	12,000
<u>Budget category: Other</u> Economic Analysis	5,00	2,000

The Ohio State University \$391,781

Budget category: Salary/fringe

\$29,980 will be committed by The Ohio State University, Department of Agricultural, Environmental and Development Economics toward in kind matching of salaries and fringe benefits for the co-Pi, Dr. Stan.

\$40,406 will be committed by The Ohio State University Extension, toward in kind matching of salaries and fringe for Dr. Beth.

\$85,515 will be committed by The Ohio State University, Plant Pathology Department, toward in kind matching of salaries and fringe for Dr. M. Smith.

\$101,670 will be committed by The Ohio State University, Food Animal Health Research Program (FAHRP) as a one-time cash donation in year one of the award.

\$134,210 will be committed by the Ohio Agricultural Research and Development Center (OARDC) through the OARDC Research Enhancement Competitive Grants Program.

Matching (cost share) on MTDC F & A rate of 56%: \$81,848

(Note: F&A can only be calculated against the OSU portion of the match, not 3rd party match.)

16. Participant Support Costs-EXAMPLE

F. PARTICIPANT SUPPORT COSTS

Participant support of \$29,750 is requested for two different groups of participants: 1) students in grades 6-12, and 2) teacher professional development participants in the PIER program. This request includes \$10,000 for teacher stipends, \$3,750 for student travel, \$10,000 for teacher subsistence, and \$6,000 for other costs (for the teachers). **Stipends** are requested at \$250 for each teacher participant during both years of the project.

Year 1	20 teachers	$\$250 * 20 \text{ teachers} = \$5,000$
Year 2	20 teachers	$\$250 * 20 \text{ teachers} = \$5,000$

Travel costs include \$150/bus per half-day field trip for students in grades 6-12:

Year 1	12 field trips	$\$150 * 12 \text{ trips} = \$1,800$
Year 2	13 field trips	$\$150 * 13 \text{ trips} = \$1,950$

Subsistence costs include lodging and meals (\$50/day) for teachers attending the weeklong professional development workshops at OSU.

Year 1	20 participants	$\$50/\text{day} * 5 \text{ days} * 20 \text{ participants} = \$5,000$
Year 2	20 participants	$\$50/\text{day} * 5 \text{ days} * 20 \text{ participants} = \$5,000$

Other participant support costs include curriculum kits consisting of materials, supplies, and small equipment for the teachers to use in their classes upon completing the professional development workshops.

Year 1	20 participants	$\$100/\text{kit} * 20 \text{ participants} = \$2,000$
Year 2	20 participants	$\$200/\text{kit} * 20 \text{ participants} = \$4,000$