## Creating a Budget

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Chief Research Officer,

Associate Vice-President

Research and Sponsored Programs
Tennessee State University
December 11, 2015

### **Topics to Discuss**

- Introduction to RSP websites
- Grant Search Services
- Introduction to Budget Development
- Multi-year budgets
- Post Award Activity
- Financial and Non-Financial Activity

# Research Website Electronic Grant Opportunity Search Services

- www.tnstate.edu/research
- www.tnstate.edu/research/epras
- www.grants.gov
- www.grants.gov
- www.grantforward.com
- www.pivot.cos.com

## Budget Design and Development

## Budget

- What is a budget?
  - Financial expression of the proposed scope of work

A guiding document for conducting work when awarded

## Content Outline: Budget Design & Development

- Budget preparation
- Project costs
- Direct costs
- Indirect Costs Facilities & Administration (F&A) costs
- Budget Revisions
- Post Award Activity

## Criteria of a good budget

- Provides realistic estimates
- Translates resource needs to dollars
- Supports the project or program
- Explains itself
- Conforms to agency (sponsor) guidelines
- Plans ahead

## Understanding the Sponsor Guidelines

- Restricted budget items/maximum budget request
- F&A limit
- Matching requirements
- Sponsor-specific budget categories
- Detail or modular

## **Common Budget Categories**

- Salaries (Faculty, Post Docs, Students)
- Fringe (35% full-time & 7.65% temporary, 21% summer effort and extra service pay)
- Consultants
- Equipment (each item must be \$5,000 or more)
- Lab Supplies (not office supplies)
- Travel (foreign travel if approved by sponsor)

### Costs for Project Personnel

- Time & Effort
  - Pls and key personnel are expected to commit some effort
  - Effort may be budgeted as sponsor cost or cost sharing
- Institutional base salary
  - Used to compute salary budgeted, unless sponsor limits
- Fringe benefits
  - In addition to direct salaries
  - Rate charge typically based on employee type

## **Budget Forms and Templates**

- Common budget forms
  - SF 424 form (grants.gov)
  - PHS398 Form pages 4 & 5 (non Grants.gov submission)
- Use of budget templates
  - Make revising budgets easier/faster
  - Provide consistency and accuracy in budgeting
  - Can be uploaded into Fastlane and other sponsor application systems
- Sample Budget Template

## Allowable/Unallowable Costs

- Allowable Costs
- Advertising (for personnel)
- Books/periodicals
- Equipment-usually must be budgeted or approved in advance
- Meals-for subjects and participants or employees during travel

- Unallowable Costs
- Alcoholic Beverages
- Construction –unless authorized by agency
- Entertainment
- Goods and Services for Personal Use

### **Cost Sharing**

- Portion of total project costs (direct and F&A) not contributed by sponsor
  - Necessary and reasonable to accomplish scope of work
  - It's included in approved budget
  - Incurred during award's performance period
  - Not used as cost sharing on another federal award
  - Federal funds not uses, unless specifically approved by sponsor
  - Different kinds-mandatory, voluntary, voluntary committed & voluntary uncommitted

## Direct & Facilities and Administration (F&A) Costs

- Direct: costs which can be clearly identified a specific project
- F&A: costs related to conducting sponsored programs but not directly attributable to a specific project
  - Operation and maintenance
  - Building and equipment depreciation
  - Utilities
  - Library support
  - Administration(general, department, sponsored projects administration)

### Indirect Cost Rates (F&A)

Effective July 1, 2012-June 30, 2017

Instruction MTDC 56%

Research MTDC 42%

Other Sponsored Activity MTDC 40%

Off-Campus MTDC 26%

(More than 51% of your project is conducted off campus)

#### **Modified Total Direct Costs**

- What is modified total direct costs (MTDC)?
- It is a subset of direct costs that excludes selected budget items such as
- equipment, capital expenditure
- tuition remission
- scholarships/fellowships
- rental costs of off-site facilities
- portions of each subgrant/subcontract in excess of \$25,000.

## Sample Budget

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each item with proposal package.)											ı	
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Total Expense	ŀ	11,008	3	11,285	1	11,564	1	11,867	,	13,155	,	5
Total Direct Cost (TDC)	1	150,515	3	145,560	3	142,622	,	120,410	,	125,627	9	700
Modified Total Direct Cost (MTDC) Facilities & Administrative Cost (MTDC x 38%)		127,801	:	120,775 45,895	:	118,758 45,128	:	111,843	:	110,002	:	59 22
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Fourth year MTDC Is 109,496+1,646+356+586+256												
Fifth year MTDC is 112.781+1,151+350+500+250+	1.00	0=116.033										

### **Post Award Activity**

- Award received by the University with approved budget
- TSU Restricted budget contract
- Restricted Account number Assignment
- RSP Jumpstart\*

#### **NSF Award**

Fastlane: Award Documents Page 1 of 4



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Award Documents | MAIN ▶

Organization: Tennessee State University

◀ View Print Friendly Version

Return to Search Results

#### National Science Foundation 4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: Award No. Proposal No. August 30, 2011 DUE-1122344 DUE-1122344

Michael Busby Associate Vice President for Academic Affairs and Research

Tennessee State University 3500 John A. Merritt Blvd. Nashville, TN 37209-1561

Dear Dr.

The National Science Foundation hereby awards a grant of \$131,080 to Tennessee State University for support of the project described in the proposal referenced above as modified by revised budget dated July 6, 2011.

This project, entitled "Collaborative Research: TUES: Vertical Integration of Concepts and Laboratory Experiences in Biometrics Across the Four Year Electrical and Computer Engineering Curriculum," is under the direction of

Sachin Shetty, Liang Mong, in collaboration with the following proposals

Proposal No: PI Name/Institution

1122296 Ramachandran, Rowan University

1122299 Nickel, Bucknell University Ravi P.

Robert M.

-

This award is effective October 1 , 2011 and expires September 30, 2015.

This grant is awarded pursuant to the authority of the National Science Foundation Act of 1950, as amended (42 U.S.C. 1861-75) and is subject to

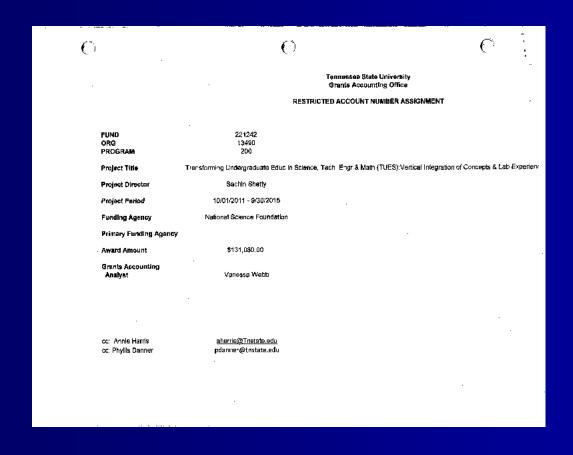
## **TSU Budget Contract**

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## TSU Budget Contract (con't)

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#### **Restricted Account Number**



## **Budget Revision**

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## Ways to Expend Funds

- Personnel (Peopleadmin)
- Travel (Sciquest)
- Procurement (Sciquest)
- Student-Stipends-Fellowships & Scholarships
- Contracts (Legal)

### **Personnel Forms**

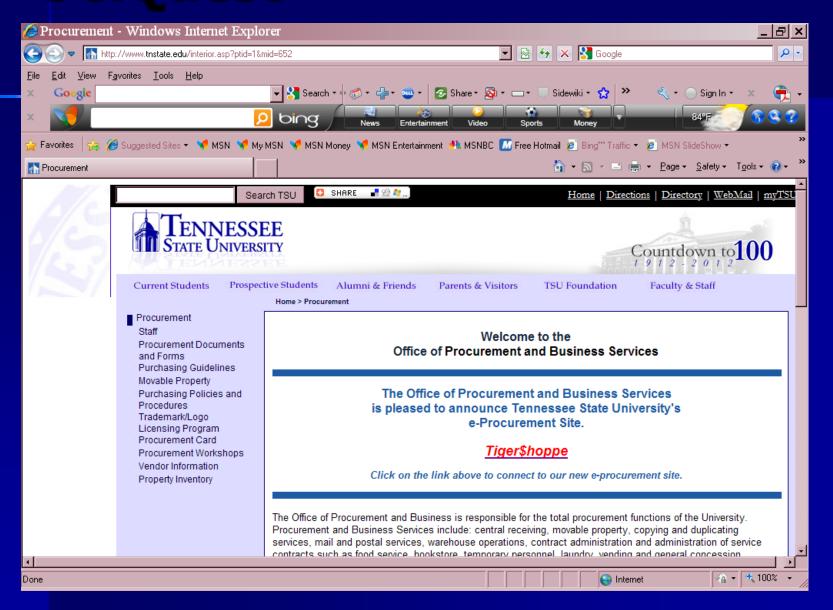
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III STATE	University	Tem	porary Emp	loyee	F	ersonnel Ac	tion Requ	iest
Employee ID: T_0009	19999 or Last	4 digits of SSN if a	new employee					
Current Address	9734 Rabbit Lane		Brentwood		TN	37027		Davidson
	Street		City		State	Zip		County
10-507-4484								
Department:	Math		Title:			rch Project Directs		
Salary Base: Fiscal S Fotal (Annual Salary: \$			_ Modify		Other	Percent of Full	Part Time	
Total (Annual Salary: \$	46,000.00 If Part T	lime, Average Hours Fo	er Week:			Percent of Full		
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September 1, 2010	6/30/2011	\$4,610/Mo.						
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Experience:	# of Years of Higher Educa	stica Experience						
7	# of yes higher ed non-teach	bing exp.						
	6 # of yes related (not higher	ed) exp.						
Special Conditions:								
		Peop	pleAdmin Rout	ıng				
Requestor t	o <u>Department Head</u> to <u>I</u>	Dean/Director to	VP/Provost/Fisca	Officer to G	rants* to Bu	dget to Huma	n Resource	85
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## **Travel Requisition**

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#### **SCiQuest**



#### **Financial Activities**

- Financial
  - All financial reports are prepare in the Grants Accounting Office



#### **Non-Financial Activities**

- Non-Financial
  - No-Cost Extensions
  - Progress Reports
  - Patent and Inventory Reports
  - Budget revision, PI changes and scope of work that need agency approval

#### No Cost Extension

#### Tennessee State University Division of Research and Sponsored Programs No-Cost Extension Request Form

This form must be submitted to RSP no later than 60 days before grant expires. Please attach award letter.

Date: September 30, 2008

PI Name: Enefiok Ekanem

PI Email Address: eekanem@tnstate.edu PI Phone Number: (615) 963-5823

Project Title: Internet Marketing of Nursery/Greenhouse Crops and Products

TSU Account Number:

Agency: USDA/Economic Research Service Agency Award/Grant #: 58-6000-8-0058

Agency Contact Name: Dr. Peter L. Stenberg Economic Research Service, 1800 M Street NW, Washington, DC 20036-5831

Email: stenberg@ers.usda.gov Phone: (202) 694-5366

Original Start Date: August 15, 2008 (Date of ERS Signature) Original Expiration Date: September 30, 2008

Requested/Revised Expiration Date: September, 2009

Anticipated Ending Account Balance (at original expiration date): \$19.908

Justification for No-Cost Extension (The fact that funds remain at the original expiration date is not, in itself, sufficient justification for an extension. Use additional space for explanation if necessary). The issue of whether or not indirect cost could be charged delayed the processing of paperwork for establishing on-campus account number for the project. Further communication between the office of research and sponsored programs and the ERS finally cleared the matter. Due to this situation, a no-cost extension is

Plan for Use of Remaining Funds (in the revised/proposed extension time period. Use additional space for explanation if necessary);

- Planned activities will include:
- 1. Conducting focus groups for collecting data from Tennessee and North Carolina,
- Analyzing data and sharing findings through presentations and publications, and
- 3. Developing and submitting Reports to ERS.

Other Relevant Information:

One progress report has already been submitted.

11/11/2008

### **Questions?**

■ Email: <u>pdanner@tnstate.edu</u>

■ Tel.: 615-277-1621

## What are the advantages of good planning?

- You have already received "approval" for equipment, travel, etc.
- Reduces the frustration and time in setting up a new account
- Minimize budget revisions and time it takes for agency approval if needed
- Roadmap for completing the scope of work
- Preserves the integrity of the project

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