

# 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](http://www.tnstate.edu/research)
- [www.tnstate.edu/research/epras](http://www.tnstate.edu/research/epras)
- [www.grants.gov](http://www.grants.gov)
- [www.grants.gov](http://www.grants.gov)
- [www.grantforward.com](http://www.grantforward.com)
- [www.pivot.cos.com](http://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
  - PIs 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.

| MULTIYEAR BUDGET SIMPLE<br>On-Campus Organized Research   |                   |                   |                   |                   |                   |                   |                   |                   |  |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
|   | Year One          | Year Two          | Year Three        | Year Four         | Year Five         | Year Six          | Year Seven        | Total             |  |
| <b>SALARIES, WAGES &amp; FRINGE BENEFITS</b>  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| <i>Detail Description</i>   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| List percentage of effort in number of hours each person will work on the project. See <u>attached</u> budget, for example.)            |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Dr. Bob Smith   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| 100% PI Summer  | \$ 16,900         | \$ 16,900         | \$ 17,800         | \$ 18,000         | \$ 18,871         | \$ 18,871         | \$ 18,871         | \$ 78,801         |  |
| 25% PI Fall   | \$ 9,843          | \$ 9,843          | \$ 10,145         | \$ 10,449         | \$ 10,763         | \$ 10,763         | \$ 10,763         | \$ 50,769         |  |
| Dr. Jones Williams  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| 25% PI Spring   | \$ 6,250          | \$ 6,438          | \$ 6,831          | \$ 6,839          | \$ 7,024          | \$ 7,024          | \$ 7,024          | \$ 33,182         |  |
| Cost Assistant  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Research Assistant  | \$ 30,325         | \$ 31,132         | \$ 32,061         | \$ 33,028         | \$ 34,019         | \$ 34,019         | \$ 34,019         | \$ 150,499        |  |
| Graduate Assistant (Student) @ \$10.00/hour @ 160 hrs/yr  | \$ 16,979         | \$ 17,305         | \$ 17,940         | \$ 17,342         | \$ 17,758         | \$ 17,758         | \$ 17,758         | \$ 80,150         |  |
| <b>Total Salaries &amp; Wages</b>   | <b>\$ 78,818</b>  | <b>\$ 80,600</b>  | <b>\$ 83,680</b>  | <b>\$ 83,680</b>  | <b>\$ 85,643</b>  | <b>\$ 85,643</b>  | <b>\$ 85,643</b>  | <b>\$ 415,932</b> |  |
| <b>Fringe Benefits</b>  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Senior Researcher   | 30.00%            |                   |                   |                   |                   |                   |                   |                   |  |
|   | \$ 21,868         | \$ 22,745         | \$ 23,221         | \$ 23,918         | \$ 24,635         | \$ 24,635         | \$ 24,635         | \$ 116,307        |  |
|   | \$ 21,868         | \$ 22,745         | \$ 23,221         | \$ 23,918         | \$ 24,635         | \$ 24,635         | \$ 24,635         | \$ 116,307        |  |
| <b>Total Salaries, Wages &amp; Fringe Benefits</b>  | <b>\$ 100,686</b> | <b>\$ 103,345</b> | <b>\$ 106,901</b> | <b>\$ 107,598</b> | <b>\$ 110,278</b> | <b>\$ 110,278</b> | <b>\$ 110,278</b> | <b>\$ 532,239</b> |  |
| <b>EQUIPMENT</b>  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Improve documentation—duster by fax, printer, duster, etc.—(400 each with annual postage.)  | \$ 16,900         | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 16,900         |  |
| 3 Laptop @ \$5,000 each   | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              |  |
| Desk Importer (250 Accessory)   | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              |  |
| <b>Total Equipment</b>  | <b>\$ 16,900</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 16,900</b>  |  |
| <b>SUBCONTRACTS</b>   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Provide a statement of work and budget supported by authorized representative of subcontract company with proposal.)                    |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Biology Web Page 10,000 Dollars 12,000  |                   | \$ 16,900         | \$ 16,900         |                   |                   |                   |                   | \$ 33,800         |  |
| Brinkley Web 8,000 not subject to indirect cost   |                   | \$ -              | \$ -              |                   |                   |                   |                   | \$ 8,000          |  |
| Davis Main Inc. <b>Firm 25,000</b>  | <b>\$ 25,000</b>  |                   |                   |                   |                   |                   |                   | \$ 25,000         |  |
| State Math Inc. 25,000 not subject to indirect cost   | \$ 25,000         | \$ 16,900         | 2,000             | 2,000             | 2,000             | 2,000             | 2,000             | \$ 60,900         |  |
| <b>Total Subcontract</b>  | <b>\$ 28,000</b>  | <b>\$ 33,800</b>  | <b>\$ 24,000</b>  | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   | <b>\$ 105,800</b> |  |
| <b>TRAVEL</b>   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Include travel destination and purpose. (Provide detailed breakdown of costs in a travel budget. See <u>Travel Budget</u> for example.) |                   |                   |                   |                   |                   |                   |                   |                   |  |
| <b>Washington D.C.—Professional Development Conference</b>  |                   |                   |                   |                   |                   |                   |                   |                   |  |
| (1 person, 2 days)  | \$ 700            | \$ 900            | \$ 901            | \$ 1,040          | \$ 1,101          | \$ 1,101          | \$ 1,101          | \$ 4,604          |  |
| <b>Total Travel</b>   | <b>\$ 700</b>     | <b>\$ 900</b>     | <b>\$ 901</b>     | <b>\$ 1,040</b>   | <b>\$ 1,101</b>   | <b>\$ 1,101</b>   | <b>\$ 1,101</b>   | <b>\$ 4,604</b>   |  |
| <b>EXPENSES</b>   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| Include expendable equipment, supplies, student salaries, publications, etc.)   |                   |                   |                   |                   |                   |                   |                   |                   |  |
| TelephoneFax  | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 1,700          |  |
| Copying   | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 300            | \$ 1,700          |  |
| Materials/Supplies  | \$ 250            | \$ 250            | \$ 250            | \$ 250            | \$ 250            | \$ 250            | \$ 250            | \$ 1,500          |  |
| Publication/Subscription  | \$ 600            | \$ 600            | \$ 600            | \$ 600            | \$ 600            | \$ 600            | \$ 600            | \$ 3,600          |  |
| Other   |                   |                   |                   |                   |                   |                   |                   |                   |  |

# Post Award Activity

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

# NSF Award



## 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 37209-1861

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 Hong, in collaboration with the following proposals

| Proposal No: | PI Name/Institution |
|--------------|---------------------|
|--------------|---------------------|

|                                |           |
|--------------------------------|-----------|
| -----                          | -----     |
| 1122296                        | Ravi P.   |
| Ramachandran, Rowan University |           |
| 1122299                        | Robert M. |
| Nickel, Bucknell University    |           |
| .                              |           |

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

| UNIVERSITY OF TEXAS AT AUSTIN  |   | KENNEDY STATE UNIVERSITY  |                | FUND NO.<br>22240                    |
|--|---|---|----------------|--------------------------------------|
| RESTRICTED PROJECT SUMMARY (BUDGET FORM)   |   |   |                | Organization No.<br>13490            |
| IDENTIFYING INFORMATION  |   |   |                | Program No.<br>200                   |
| Project Title  |   |   |                | TSU Proposal No.                     |
| Collaborative Research TJES: Vertical Integration of Biosciences across the EOE curriculum   |   | Grant/Contract No.  |                |                                      |
| Project Director<br>Sachin Shetty  |   | Project End Date  |                | 9/30/2015                            |
| Project Start Date<br>10/1/2011  |   | CFDA # (If primary funding source is Federal)   |                |                                      |
| Funding Agency<br>NSF  |   | Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> |                |                                      |
| Primary Funding Agency   |   |   |                |                                      |
| <p><small>This project FUND Number is subject to budget review by the grantee and must be from NIMH, the Funding Agency (AOB University) and the Primary Funding Agency (i.e. NIMH). It should not be changed by the Primary Agency and should be entered as a whole number only.</small></p>  |   |   |                |                                      |
| BUDGET CONTRACT INFORMATION  |   |   |                |                                      |
| Asst. Code   | Description                               | Agency Funding  | TSU Cost Share | Total Funding                        |
| 61100  | Admin. Salaries                           |   |                | \$0.00                               |
| 61200  | Academic Salaries                         | 53,752.00   |                | 53,752.00                            |
| 61300  | Supporting Salaries                       |   |                | 0.00                                 |
| 61400  | Student Salaries                          | 4,320.00  |                | 4,320.00                             |
| 61500  | Post Support Salaries                     |   |                | 0.00                                 |
| TOTAL SALARIES   |   | 58,072.00   | 0.00           | 58,072.00                            |
| 62000  | Emp Benefit Bud Pool                      | 14,616.00   |                | 14,616.00                            |
| 73000  | Travel Budget Pool                        | 12,000.00   |                | 12,000.00                            |
| 74000  | Operating Exp. Bud Pool                   | 4,500.00  |                | 4,500.00                             |
| 75000  | Equipment Bud Pool                        | 0.00  |                | 0.00                                 |
| 76000  | Sch & Fellow Bud Pool                     | 8,360.00  |                | 8,360.00                             |
| TOTAL DIRECT COST  |   | 97,548.00   | 0.00           | 97,548.00                            |
| 79000  | Indirect Cost Exp                         | 33,892.00   | 0.00           | 33,892.00                            |
| Indirect Cost Rate was from  |   | 35% and 601.68  |                |                                      |
| TOTAL PROJECT COST   |   | \$131,080.00  | \$0.00         | \$131,080.00                         |
| <p><small>Agency &amp; cost share amounts must agree to the budget approved budget. Budget is by account code. Must agree to "Detailed Salary Budget Form", page 4.</small></p>  |   |   |                |                                      |
| FUNCTIONAL CATEGORY INFORMATION  |   |   |                |                                      |
| <p>Put check box in each code has the primary function in the grant contract. See functional category definitions on the "Instructions" sheet, page 3.</p>   |   |   |                |                                      |
| <input type="checkbox"/> Instruction / Training  | <input type="checkbox"/> Public Service   | <input type="checkbox"/> Institutional Support  |                |                                      |
| <input type="checkbox"/> Research and Development (R&D)  | <input type="checkbox"/> Academic Support | <input type="checkbox"/> Scholarship and Fellowship   |                |                                      |
| <p><small>(If R&amp;D, the following is applied to all R&amp;D appropriate research (see page 3))</small></p> <input type="checkbox"/> Basic <input type="checkbox"/> Research Field<br><input checked="" type="checkbox"/> Applied <input type="checkbox"/> Research Field <u>Bioelectric</u> | <input type="checkbox"/> Student Services | <input type="checkbox"/> Operation and Maintenance  |                |                                      |
| MISCELLANEOUS INFORMATION  |   |   |                |                                      |
| <p>1. Does this award include TSU Cost Sharing / Matching? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If yes, complete cost sharing section of budget above and indicate the TSU funding organization codes providing the match below.)</p>                   |   |   |                |                                      |
| Source:  |   | Amount  |                |                                      |
| Source:  |   | Amount  |                |                                      |
| Source:  |   | Amount  |                |                                      |
| <p>2. Does this award include Third Party Cost Sharing / Matching? <input type="checkbox"/> Yes (List name and amount) <input checked="" type="checkbox"/> No</p>  |   |   |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| <p>3. Does this award include Subcontracts/Subgrants? <input type="checkbox"/> Yes (List name and amount) <input checked="" type="checkbox"/> No</p>   |   |   |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| Name:  |   | Amount  |                |                                      |
| <p>4. Indicate appropriate award type <input checked="" type="checkbox"/> New Award <input type="checkbox"/> Continuation / Renewal</p>  |   |   |                |                                      |
| APPROVALS  |   |   |                |                                      |
| <p><i>[Signature]</i> 09/01/11<br/>Project Director / Date</p>   |   | <p><i>[Signature]</i> 9/1/11<br/>Department Head / Date</p>   |                |                                      |
| <p><i>[Signature]</i> 9/2/11<br/>VP Research &amp; Sponsored Programs / Date</p>   |   | <p><i>[Signature]</i><br/>Financial Analyst (Grants) / Date</p>   |                |                                      |
| FINANCE AND ACCOUNTING USE ONLY  |   |   |                |                                      |
| Entered in Banner Finance By / Date  |   | Page 3  |                | Entered in Grants Database By / Date |

# TSU Budget Contract (con't)

| TENNESSEE STATE UNIVERSITY<br>DETAILED SALARY BUDGET FORM |                                   |                   |         |                          |             |                   |                                    | Fund No.                  | Organization No. |
|---|-----------------------------------|-------------------|---------|--------------------------|-------------|-------------------|------------------------------------|---------------------------|------------------|
| Project Title:  |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| Obj Code  | Employee's Name                   | Acad. Year/Summer | # Mths. | Period of Time From / To | % of Effort | Agency Salaries   | University (Cost Sharing) Salaries | Cost Share Funding Number |                  |
| A   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| D   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| B   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
|   | Total - \$1190 <sup>a</sup>       |                   |         |                          |             | 0.00              | 0.00                               |                           |                  |
| B1200   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| A   | Decker Shelby                     | Summer            | 2       | 10/07/11-09/30/15        | 100%        | 14,787.00         |                                    |                           |                  |
| C   | Liang Hong                        | Summer            | 4       | 10/07/11-09/30/15        | 100%        | 27,000.00         |                                    |                           |                  |
| A   | Graduate Student                  | Academic          | 8       | 10/07/11-09/30/15        | 50%         | 12,000.00         |                                    |                           |                  |
| D   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| E   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| M   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| I   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| C   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
|   | Total - \$1200 <sup>a</sup>       |                   |         |                          |             | 53,787.00         | 0.00                               |                           |                  |
| B1300   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| C   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| L   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| E   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| R   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| I   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| C   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| A   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
|   | Total - \$1300 <sup>a</sup>       |                   |         |                          |             | 0.00              | 0.00                               |                           |                  |
| B1400   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| S   | Undergraduate Student             |                   | 12      | 10/07/11-09/30/15        | 50%         | 4,320.00          |                                    |                           |                  |
| T   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| U   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| D   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| E   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| N   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
|   | Total - \$1400 <sup>a</sup>       |                   |         |                          |             | 4,320.00          | 0.00                               |                           |                  |
| B1500   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| P   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| R   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| O   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| F   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| E   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| S   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| B   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| I   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| O   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| N   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
| A   |                                   |                   |         |                          |             |                   |                                    |                           |                  |
|   | Total - \$1500 <sup>a</sup>       |                   |         |                          |             | 0.00              | 0.00                               |                           |                  |
|   | <b>TOTAL SALARIES<sup>b</sup></b> |                   |         |                          |             | <b>\$8,072.00</b> | <b>0.00</b>                        |                           |                  |

NOTE: If position is vacant, indicate TBA\* and the projected salary for position.  
Complete additional pages if more space is needed.

a. Indicate whether the effort will occur during the academic year or summer. If both, use separate lines for academic and summer.  
b. Amount should agree with each salary account code total on Page 3.  
c. Amount should agree with respective "Total Salaries" column on Page 3.  
If multiple pages of the Detailed Salary Budget Form were used, the sum of these pages should agree to the respective total on Page 3.

PAGE 4

TSL GRANTEE Rev. 10/00

# Restricted Account Number


|  |   |
|--|---|
| Tennessee State University<br>Grants Accounting Office |   |
| RESTRICTED ACCOUNT NUMBER ASSIGNMENT                   |   |
| FUND   | 221242  |
| ORG  | 13490   |
| PROGRAM  | 200   |
| Project Title  | Transforming Undergraduate Educ In Science, Tech Engr & Math (TUES): Vertical Integration of Concepts & Lab Experienc |
| Project Director                                       | Sachin Shetty   |
| Project Period   | 10/01/2011 - 9/30/2015  |
| Funding Agency   | National Science Foundation   |
| Primary Funding Agency                                 |   |
| Award Amount   | \$131,080.00  |
| Grants Accounting Analyst                              | Vanessa Webb  |
| cc: Annie Harris                                       | <a href="mailto:aharris@tnstate.edu">aharris@tnstate.edu</a>  |
| cc: Phyllis Danner                                     | <a href="mailto:pdanner@tnstate.edu">pdanner@tnstate.edu</a>  |

## Initials: Initials:

# Ways to Expend Funds

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

# Personnel Forms

|  |  |   |
|--|--|---|
| <br><b>TENNESSEE STATE UNIVERSITY</b> | <b>Appointment Form</b><br><b>Temporary Employee</b> | <b>Office of Human Resources</b><br><b>Personnel Action Request</b> |
|--|--|---|

Employee ID: T\_00009999 or Last 4 digits of SSN if new employee \_\_\_\_\_

Name: Michael Green

Current Address: 2784 Robble Lane Brentwood TN 37017 Davidson  
Street City State Zip County

510-587-4434

Department: Math Title: Research Project Director

Salary Base: Fiscal Year: X Academic: Modify Other: \_\_\_\_\_ Part Time: \_\_\_\_\_

Total Annual Salary: \$ 46,000.00 If Part Time, Average Hours Per Week: \_\_\_\_\_ Percent of Full Time: \_\_\_\_\_

| Begin (M-D-Y)     | End (M-D-Y) | Pay Rate Per (Mo/Hi.) | Fund   | Org   | Account | Program | % of Salary | Position Number |
|-------------------|-------------|-----------------------|--------|-------|---------|---------|-------------|-----------------|
| September 1, 2010 | 6/30/2011   | \$4,600/Mo.           | 210012 | 61056 | 61000   | 250     | 100         | 002316          |

Highest Degree: 2009 Year: EAD Degree: TN State: Tennessee State University Major: Tennessee State University  
Education Institution

Experience: \_\_\_\_\_ # of Years of Higher Education Experience  
 \_\_\_\_\_ # of yrs higher ed non-teaching exp.  
 \_\_\_\_\_ # of yrs related (not higher ed) exp.

**Special Conditions:**

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PeopleAdmin Routing

Requestor to Department Head to Dean/Director to VP/Provost/Fiscal Officer to Grants? to Budget to Human Resources

- Complete form and save to your drive/network folder.
- Begin new PARF action in PeopleAdmin.
- Attach completed form to PARF action.
- Track action to make sure routing does not stall.  
\*If restricted funds

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**Temporary Employee Appointment Contract**

I understand:

- This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution.
- The above-stated salary is contingent upon my successful completion of the service for the full term of this agreement. The salary will accrue and will be payable as follows: Semi-monthly/Monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Tennessee State University.
- I am not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Social Security will be deducted from temporary appointments unless a member of a retirement system or a related annuitant as specified in 26 CFR Part 31.
- This appointment does not include any insurance, obligation or guarantee of subsequent employment.
- This agreement may be terminated without prior notice.
- This appointment and the above-stated salary is in consideration of my faithful performance to the best of my ability of the duties and responsibilities assigned to me as an employee at Tennessee State University.
- Appointment workload for Graduate Assistants is twenty (20) hours per week or the equivalent as defined in TBR Policy 5.62.05.00. Workload for half-time assistantships shall be prorated.
- By acceptance of this agreement, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Department of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after each conviction.
- My employment with Tennessee State University is contingent upon completion of the Employment Eligibility Verification Form (Form I-9) by the third day of employment as required by law to certify work eligibility. This agreement becomes void if I fail to provide the required I-9 documentation.
- Method of payment at Tennessee State University is through direct deposit to a checking or savings account at a bank or credit union. I agree to provide necessary account numbers for deposit of my salary/wages within two weeks of employment.
- This contract is not binding until approved by the President or designee and executed by me (the appointee) at Tennessee State University.
- I agree to abide by the policies of the Tennessee Board of Regents and of Tennessee State University regarding Intellectual Property, and hereby acknowledge my responsibilities under these policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either or solely or jointly with others, during the term of my employment, and to other wide areas TSO as required by policy in protecting rights it may have in that Intellectual Property.

I am not employed as a regular part-time or regular full-time employee at another state agency or institution.  
 In order to process a payroll check, federal regulations require disclosure of your retirement system(s). If none, please write in "none" for the "Name of Retirement System".

You are required to notify the Director of Human Resources should you become employed at another state agency/institution.

I understand that I may be terminated without notice if any information I provide is false.

Name of Retirement System: \_\_\_\_\_ Date: \_\_\_\_\_  
 Appointee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tennessee State University is an Equal Opportunity and Affirmative Action University committed to the education of a non-racially identifiable student body.

Revised 12/2009

|                             |                    |            |        |
|-----------------------------|--------------------|------------|--------|
| TSU Travel Office Use Only: | Date Airfare Faxed | Banner Ref | Number |
|-----------------------------|--------------------|------------|--------|

# SciQuest

Procurement - Windows Internet Explorer

http://www.tnstate.edu/interior.asp?ptid=1&mid=652

File Edit View Favorites Tools Help

Google Search

bing News Entertainment Video Sports Money

84°F

Home | Directions | Directory | WebMail | myTSU

Countdown to 100  
1912 - 2012

Current Students Prospective Students Alumni & Friends Parents & Visitors TSU Foundation Faculty & Staff

Home > Procurement

**Procurement**  
Staff  
Procurement Documents and Forms  
Purchasing Guidelines  
Movable Property  
Purchasing Policies and Procedures  
Trademark/Logo  
Licensing Program  
Procurement Card  
Procurement Workshops  
Vendor Information  
Property Inventory

**Welcome to the  
Office of Procurement and Business Services**

**The Office of Procurement and Business Services  
is pleased to announce Tennessee State University's  
e-Procurement Site.**

**Tiger\$hoppe**

*Click on the link above to connect to our new e-procurement site.*

The Office of Procurement and Business is responsible for the total procurement functions of the University. Procurement and Business Services include: central receiving, movable property, copying and duplicating services, mail and postal services, warehouse operations, contract administration and administration of service contracts such as food service, bookstore, temporary personnel, laundry, vending and general concession

Done Internet 100%

# 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: eekacem@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](mailto: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 requested.

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

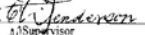
Planned activities will include:

1. Conducting focus groups for collecting data from Tennessee and North Carolina,
2. 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.

Signature:  Date: 11/12/08  
Principal Investigator/Project Director

Signature:  Date: 11/12/08  
Supervisor

Signature:  Date: 11/12/08  
VP, Research and Sponsored Programs

11/11/2008

# Questions?

- Email: [pdanner@tnstate.edu](mailto:pdanner@tnstate.edu)
- 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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