RSP 101

Phyllis Danner | Acting Director and Senior Fiscal Officer Reginald Cannon | Electronic Records Manager

Research and Sponsored Programs
Tennessee State University
November 11, 2014

Topics to Discuss

- Introduction to RSP website Introduction to Budget Development and Indirect costs rates
- Multi-year budgets
- Post Award Activity
- Financial and Non-Financial Activity
- Grant Search Services
- Questions

Research Website

- www.tnstate.edu/research
- www.tnstate.edu/research/epras

Budget Design and Development

Phyllis Danner

Acting Director/Senior Fiscal Officer
Research and Sponsored Programs
Tennessee State University

Content Outline: Budget Design & Development

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

Basic Steps for Budget Development

- Determine realistic costs of the project
- Take time to develop budget in detail, regardless if it is requires by the sponsor
- Ensure budget and budget narrative/justification are mirrors of each other
- Follow sponsor's instructions, there may be some unallowable categories
- Identify other sources of funding if necessary (matching funds) and obtain approvals

Role of the Budget

- Budget is.....
- Financial expression of the scope of work
- Tool for determining if your project can be accomplished within funding limits
- Demonstrates PI has realistic view of what it takes to accomplish the work
- Enables sponsor to determine whether proposal is economically feasible
- Roadmap for completing the scope of work
- Important to internal routing and approval process

Understanding Sponsor Budget Guidelines

- Restricted budget items
- F&A limit
- Matching requirements
- Maximum total budget
- Sponsor-specific budget categories
- Detail or modular

Common Budget Categories

- Salaries
- Fringe (35% full-time & 7.65% temporary, 21% summer effort and extra service pay)
- Consultants
- Equipment (each item must be \$5,000 or more)
- 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 R7R form
 - 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

Cost Sharing

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

Allowable vs. Unallowable Costs

- Allowable Costs
- Advertising (for personnel)
- Books
- 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

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)

Indirect Costs – MTDC

- 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 offsite facilities and portions of each subgrant/subcontract in excess of \$25,000.

Sample Budget

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work on the project. See salary budget for example.)	П			- 1								
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26% FTE Spring	16	6,250	5	6,438	5	6,631	5	6,830	5	7.034	5	33,182
Other Personnel Research Assistant @ \$30,000	l.	30.225	١,	31.132		32.066		33.000		34.019	١.	100.419
Graduate Assistant (Student) '@ \$15.00 hour@ 1040 hrs	l:	15,779	5	16,282		16,740		17,242		17,789		83,772
Total Salaries & Wages		78,316		80,000		63,086	1	85,578		88,146		415,792
Ettige Benefits Secior Response 35.00%	l.	21.888		22.545		23,221	5			24.635	ļ.	116 117
Senior Personnel 30,00% Total Fringe Benefits		21,888	5	22,545		23,221	;	23,918		24,635	13	116,207
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breakdown of costs in a travel budget. See <u>Travel Budget</u> for	ш			- 1	1							
example.) Visishinatan D.CProfessional Development Conference	П			- 1								
(1 person-2 day/1 night)	:	786	5	865	\$	951	\$	1,046	\$	1,151		4,800
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(escalate by 5% per year) Total Expense		11,028	3	11,285	\$	11,564	5	11,867	,	13,155	,	58,535
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Total Direct Cost (TDC) Modified Total Direct Cost (MTDC)	1:	154,515	3	145,360	1	142,622	3	128,410	5	125,627	5	702,738
Facilities & Administrative Cost (MTDC) x 38%)		48,556	,	45,855		45,128	1	42,500		44,002	1	224,214
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Fifth year MTDC is 112,781+1,151+350+500+250+	* 00	SEC. 11. 022										

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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Change Password | Logout

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: August 30, 2011 DUE-1122344 Award No. Proposal No. DUE-1122344 Michael Bushy 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 Hong, in collaboration with the following proposals Proposal No: PI Name/Institution Ravi P. Ramachandran, Rowan University 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

TENNESSEE STATE UNIVERSITY RESTRICTED PROJECT SUMMARY (BUDGET FORM

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PRENTIFYING INFORMATION

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TENNESSEE STATE UNIVERSITY DETAILED SALARY BUDGET FORM

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 PAGE 4

Tennessee State University Grants Accounting Office

RESTRICTED ACCOUNT NUMBER ASSIGNMENT

 FUND
 221242

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 13490

 PROGRAM
 200

Project Title Transforming Undergraduate Educ In Science, Tech lEngr & Math (TUES): Vertical Integration of Concepts & Lab Experience

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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

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Analyst Vanessa Webb

cc: Annie Harris <u>sherris@Tnetate.edu</u> cc: Phyllis Danner pdanner@tnstate.edu

Budget Revision

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REQUEST FOR BUDGET REVISION Temporary Budget Revision Permanent Budget Revision						
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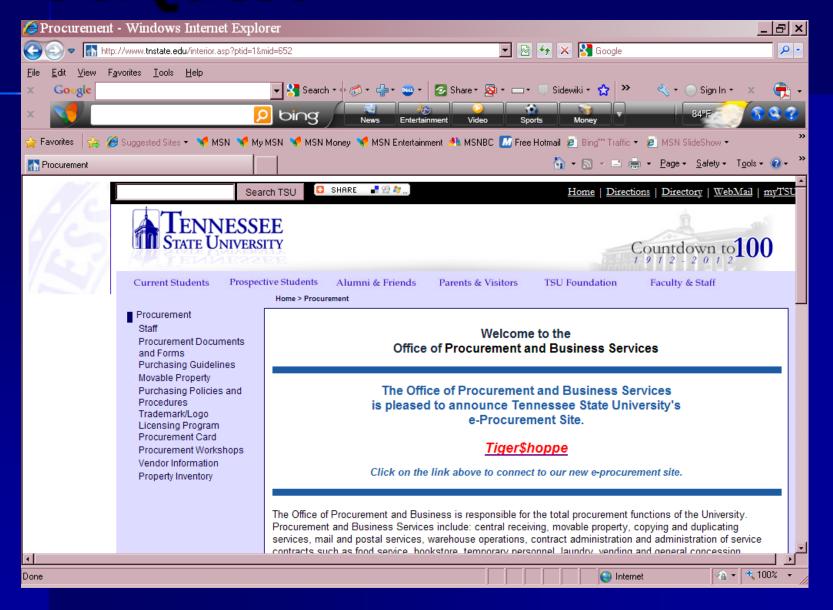
Ways to Expend Funds

- Personnel (Peopleadmin)
- Travel (Sciquest)
- Procurement (Sciquest)
- Student-Stipends-Fellowships and Scholarships-(Student Authorization Form)

Personnel Forms

A	TENN STATE L	NESSEE Appointment Form Temporary Employee				Office of Human Resources Personnel Action Request				
<u> </u>	JIAIE C	INIVERSITI				Tersonate return request				
Employee ID: Name	T0009999	99 or Last 4 Micheal Green	digits of SSN if n	new employee						
Current Address		5734 Rabbit Lane		Brentwood		TN	37027)avidson	
		Street		City		State	Zip		County	
510-907-4484		Math		Title:		_	rch Project Directs			
Department: Salary Base:	Fincal Year	X Academic		Modify		Other	ces a roject mirecu	Part Time		
Total (Annual Salary:	\$		ne, Average Hours Fe				Percent of Ful			
			Pay Rate	Fund	Org	Account	Program	90 of	Position	
Begin (M-I	D-Y)	End (M-D-Y)	Per (Mo/Hr.)					Salary	Number	
				210022	61035	61600	250	100	002316	
September 1		6/50/2011	\$4,600/Mo.							
Highest Degree:	2009	Year EdD	Degree	TN _Str	ite .	Education	tate University	Major Institution		
Experience:		# of Years of Higher Education	ta Experience			I entrettee 5	ence Conversity	Internation		
		# of yes higher ed non-teachin								
		# of yet related (not higher ed	i) exp.							
Special Condition	15.									
			Peor	pleAdmin Rout	ing					
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		Department Head to De								
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Travel Requisition

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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

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:

requested.

- 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

Principal Investigator/Project Director

Signature

Signature

Signature

Date 11/12/08

Date 11/12/08

Date 11/12/08

Date 11/12/08

Questions?

■ Email: <u>pdanner@tnstate.edu</u>

■ Tel.: 615-277-1621

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Questions?

rcannon@tnstate.edu

■ Tel: 615-277-1606

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