



### Office of Research & Sponsored Programs

- How can we assist?
  - Editing proposals
  - Initial budget brainstorming and planning
  - Consultation during proposal and budget development process
- Our expectations:
  - Call us as soon as you are thinking of a proposal.
  - If you want assistance with proposal editing, submit it to us at least one week before the deadline.
  - The proposal should be submitted at least three days before the deadline.

### Grant Transmittal Form

- Complete for all extramural funding proposals
- Due to the Office of Research and Sponsored Programs with proposal summary and budget at least 5 business days before submission deadline
- Why?
  - Guards against compliance issues
  - Promotes communication

Grant transmittal form

University of Wisconsin-La Crosse GRANT/CONTRACT TRANSMITTAL FORM  
 1. For the first time, grant applications will be processed through the Research & Sponsored Programs Office.  
 2. The Research & Sponsored Programs Office will be responsible for all extramural funding submissions. Other offices (e.g., Department of Biology, Department of Chemistry, etc.) will continue to be responsible for the content of the proposals. The Research & Sponsored Programs Office will be responsible for the budget and the other administrative information.  
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### Tips for Preparing a Budget

- Don't:
  - Introduce an expense without tying it to the narrative.
  - "Guessimate" expenses.
  - Pad the budget.
  - Forget fringe benefits and indirect costs.
  - Request money for work already performed.
  - Request items that aren't allowed.
  - Forget the budget justification.

### Tips for Preparing a Budget

- Do:
  - Provide sufficient justification.
  - If travel is included, state why it is relevant to the project.
  - Check and double check the accuracy of math.
  - Round figures to the nearest dollar.
  - Account for future salary increases (3-4% per year).
  - Make a good first impression.

## Salaries & Wages

- Name specific people as much as possible.
- Project 3% salary increase per year
- Do not include:
  - Consultants (personnel outside of UW System)
  - Administrative support personnel (with exceptions)

## Fringe Benefits

- Multiple year grants must take into account 5% increase in rate per year

Position	FY 10-11 Rate	FY 11-12 Rate	FY 12-13 Rate
Faculty and academic staff	58.7%	62%	65%
Classified staff	79.8%	84%	88%
Limited term employees (LTE)	62.4%	66%	69%
Project, teaching, and research assistants	46.2%	49%	51%
Research associates and interns	24.7%	26%	27%
Ad hoc program specialists and undergraduate assistants	8%	8.4%	8.8%
Student employees	2.7%	3%	3%

## Other Direct Costs

- Equipment
  - \$5,000 or more per unit
  - What is allowable varies by agency
- Participant support
- Dissemination costs
- Travel
- Consultants
- Space
- Miscellaneous

## Additional Considerations

- Overhead costs
  - Federal grants/contracts – 39.5% of salaries and fringe benefits
- Cost sharing
  - Must be auditable
  - Agency guidelines vary – Research & Sponsored Programs can help you navigate the process
  - Get the commitment in writing!

## NSF and NIH Budgetary Guidelines

	NSF	NIH
Salaries and wages	Cannot exceed 2 months of additional compensation	Subject to direct salary cap (FY 2010=\$199,700 for full-time calendar year appointment)
Cost sharing	<ul style="list-style-type: none"> <li>• Currently not required</li> <li>• As of Jan. 2011, anticipated policy change will not allow it</li> </ul>	<ul style="list-style-type: none"> <li>• Could be mandatory or voluntary (refer to program guidelines)</li> <li>• Few programs require it</li> </ul>
Fringe benefits	Are allowable	Are allowable

## NSF and NIH Budgetary Guidelines

	NSF	NIH
Travel	<ul style="list-style-type: none"> <li>• Allowable for field work, conference/meeting attendance to accomplish objectives or disseminate</li> <li>• Domestic includes US possessions, Puerto Rico, Canada, Mexico</li> <li>• Must use economy fare rates</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic includes US possessions, Puerto Rico, Canada, and Mexico</li> <li>• Must use economy fare rates</li> </ul>
Equipment	Research equipment and apparatus are allowable	Research equipment and apparatus are allowable
Indirect costs	Use negotiated federal rate	Use negotiated federal rate

### NSF and NIH Budgetary Guidelines

	NSF	NIH
Non-allowable expenses	<ul style="list-style-type: none"> <li>• General purpose equipment unless used in research</li> <li>• Entertainment</li> <li>• Refer to program guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• General purpose equipment unless used in research</li> <li>• Refer to program guidelines</li> </ul>
Budget form	Same form for all proposals	<ul style="list-style-type: none"> <li>• If direct costs ≤ \$250,000 per year, use modular budget format</li> <li>• If direct costs &gt; \$250,000 per year, use detailed categorical budget format</li> </ul>

- ### NIH Modular Budget
- Same allowable costs as detailed budget
  - Indirect costs not calculated as part of \$250,000 annual limit
  - Funds requested in modules of \$25,000
  - Typical applications request same number of modules each year
  - Budget narrative
    - Describes all personnel
    - Additional justification only needed if there is a variation in number of modules requested between project years

- ### How to develop a modular budget
- Start with an itemized budget
  - Create budgets for subsequent years
  - Divide total of all years by \$25,000
  - Request same number of modules each year (with exception for equipment purchase)