



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
 Start optional section: Office for Study/Task Number: Checklist Item #:

1. For the first time, grant applications are submitted electronically with the Department of Research and Sponsored Programs (DRSP) via the online system. All grant applications must be submitted to the DRSP via the online system. All grant applications must be submitted to the DRSP via the online system. All grant applications must be submitted to the DRSP via the online system.

2. How to complete this form: This form is to be completed for all grant applications submitted to the DRSP. It is to be completed by the Principal Investigator (PI) or the PI's designee. It is to be completed by the PI or the PI's designee. It is to be completed by the PI or the PI's designee.

3. Budget: The budget must be submitted in the form of a spreadsheet. The budget must be submitted in the form of a spreadsheet. The budget must be submitted in the form of a spreadsheet.

4. Narrative: The narrative must be submitted in the form of a PDF. The narrative must be submitted in the form of a PDF. The narrative must be submitted in the form of a PDF.

5. Other: Other information must be submitted in the form of a PDF. Other information must be submitted in the form of a PDF. Other information must be submitted in the form of a PDF.

6. Signature: The form must be signed by the PI or the PI's designee. The form must be signed by the PI or the PI's designee. The form must be signed by the PI or the PI's designee.

7. Date: The form must be dated. The form must be dated. The form must be dated.

8. Department: The form must be dated. The form must be dated. The form must be dated.

9. College: The form must be dated. The form must be dated. The form must be dated.

10. Chancellor: The form must be dated. The form must be dated. The form must be dated.

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 3-4% 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!

NATIONAL ENDOWMENT FOR THE HUMANITIES

Sample Budget Form (rev. 02/2010) Applicant Institution: University of Franklin
 Project Director: Jane Smith Project Grant Period: 10/1/2010 - 9/30/2013

<http://www.dohdnet.edu/ehs/ehs/ehs/ehs/>

Compositional Details/Notes	Amount	Year 1	Year 2	Year 3	Project Total
I. Salaries & Wages					
Project Director (Jane Smith)	Academic year salary, \$50,000 (incl. 3% inc. 10/1/10)	\$50,000	\$51,500	\$53,000	\$154,500
Project Director (Jane Smith)	Academic year salary, \$25,000 (incl. 3% inc. 10/1/10)	\$25,000	\$25,750	\$26,500	\$77,250
II. Fringe Benefits					
Project Director (Jane Smith)	58.7% of Project position of salary	\$29,250	\$30,127	\$31,005	\$90,382
Project Director (Jane Smith)	58.7% of Project position of salary	\$14,625	\$15,063	\$15,252	\$44,940
III. Classified Fees					
Project Director	5000/yr	\$5,000	\$5,000	\$5,000	\$15,000
IV. Travel					
Project Director (Jane Smith)	Travel to present results at OAA conference (10/1/10-10/1/11) (incl. 1000)	\$1,000	\$1,000	\$1,000	\$3,000
V. Total Requested Costs					
		\$100,000	\$103,377	\$106,757	\$309,134
VI. Total Project Funding					\$309,134

NEH and NEA Budgetary Guidelines

	NEH	NEA
Types of support	<ul style="list-style-type: none"> • Outright funds • Matching funds (1:1) • Combination of outright and matching 	<ul style="list-style-type: none"> • Matching funds only
Cost sharing	<ul style="list-style-type: none"> • Typically required; refer to program guidelines • Can be combination of cash and in-kind 	<ul style="list-style-type: none"> • Unless specified, 1:1 cost sharing is required • Can be combination of cash and in-kind
Fringe benefits	Are allowable	Are allowable
Travel	<ul style="list-style-type: none"> • Domestic and international is allowable • Must use coach fare rates 	<ul style="list-style-type: none"> • Domestic and international is allowable • Must use coach fare rates

NEH and NEA Budgetary Guidelines

	NEH	NEA
Equipment	Only allowable when purchase will be less expensive than rental	Allowable with sufficient justification
Indirect costs	Use negotiated federal rate	Use negotiated federal rate
Non-allowable expenses	<ul style="list-style-type: none"> • Miscellaneous line item • Refer to program guidelines 	<ul style="list-style-type: none"> • Miscellaneous line item • Refer to program guidelines