

Grant Transmittal Form

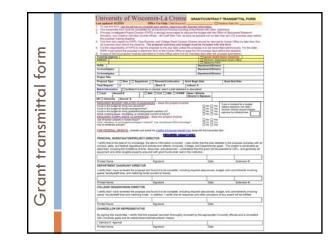
Complete for all extramural funding proposals

 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



Tips for Preparing a Budget

Don't:

Introduce an expense without tying it to the narrative.

"Guesstimate" 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

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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!

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Types of support	 Outright funds Matching funds (1:1) Combination of outright and matching 	 Matching funds only
Cost sharing	 Typically required; refer to program guidelines Can be combination of cash and in-kind 	 Unless specified, 1:1 cost sharing is required Can be combination of cash and in-kind
Fringe benefits	Are allowable	Are allowable
Travel	 Domestic and international is allowable Must use coach fare rates 	 Domestic and international is allowable Must use coach fare rates

	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	 Miscellaneous line item Refer to program guidelines 	 Miscellaneous line item Refer to program guidelines