



Preparing a Proposal Budget: Lab

Activity Packet

Sponsored Programs
Office of Research

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Sponsor Budget Guidelines (NSF 18-581)

III. AWARD INFORMATION

Award size: Under this solicitation, the maximum total (for all years) award size is \$2.5 million, including indirect costs. US-UK Collaborative Projects can request additional funding for the UK component of the project. The minimum award size is \$1.5 million total project costs for all years, or \$1.0 million for the US component of US-UK, US-Israel and US-China Collaborative Projects. For US-Israel Collaborative Projects, the maximum award size for the Israeli portion is \$70,000/year. For US-China Collaborative Projects, the maximum award size for the Chinese portion is ¥4.5M total project costs for all years.

Award duration: The maximum award duration is five years.

RCN proposals: The maximum award size for RCN proposals is \$500,000 as per the RCN solicitation. For US-UK Collaborative RCN proposals, the maximum award size for the US component is \$500,000.

V. B. Budgetary Information

Cost Sharing:

Inclusion of voluntary committed cost sharing is prohibited.

Other Budgetary Limitations:

EEID projects must have a minimum budget of \$1,500,000 in total project costs for all years; US-UK Collaborative, US-Israel, and US-China Collaborative projects must have a minimum budget of \$1,000,000 in total project costs for all years. Research that falls within the scope of the EEID initiative but with project aims that do not require budgets of this magnitude should be directed to the appropriate core program.

Budget Preparation Instructions:

Subawards

In accordance with the applicable award terms and conditions, proposers are reminded of their responsibilities with regard to subawardees. Should an award be made, the primary awardee is responsible for ensuring compliance with the appropriate terms and conditions to, as well as the management and oversight of, any subawardees on the project, including any foreign subawardees.

Budget Scenario

Professor L.B. "Jeff" Jeffries from Chemistry has asked you to draft three-year budget for a proposal to the National Science Foundation (NSF) Ecology and Evolution of Infectious Disease (EEID) Program. The proposal is due to NSF on November 20, 2021.

Professor Jeffries has provided the following information.

- The purpose of the project is to conduct basic research on chemicals that may lead to the development of longer lasting battery technology. All of the work will be conducted on campus.
- The projected start date will be October 1, 2022, and the projected end date is September 30, 2025.
- Professor Jeffries will be the PI and will commit 20% effort on the proposed project during the academic year and 10% effort during the summer. He is paid \$131,000 per year and has an approved 2% merit increase effective December 1, 2021.
 - Professor Jeffries has a 9-month academic year appointment, and is an Academic Senate faculty member. He can work 3 months during the summer.
 - Escalate his salary by 3% each FY in budget years 1 and 2.
- Theresa Doyle, a post-doctoral researcher (post doc) will commit 50% effort on the proposed project and her current annual salary is \$53,184.
 - Post-docs work on a calendar year schedule.
 - Escalate her salary by 3% each FY in budget years 1 and 2.
- A non-resident graduate student researcher (GSR) III will be hired and will begin working on the start date of the project. The GSR III will be attending classes full time during Winter, Spring, and Fall Quarters. The GSR will contribute 50% effort during the academic year on this project. The GSR will not be attending Summer Session, and will instead work on this project full-time. Current annual salary for a GSR III is \$48,144.
 - Student fees should be escalated by 10% per FY.
- Fishers Scientific Bio-Tek Precision 2000 Automated Microplate Pipetting System (Catalog list price of \$16,000) to be purchased in the first PY.
 - You have obtained a quote from Fisher Scientific (CA Company). For the purposes of this exercise, calculate an additional 20% of the catalog list price for shipping, handling and sales tax.
- DNA Sorting Machine (Catalog list price of \$25,000) in the second PY.
 - You have obtained a quote from Fisher Scientific (CA Company). For the purposes of this exercise, calculate an additional 20% of the catalog list price for shipping, handling and sales tax.
- Professor Jeffries' will travel to meet with his collaborators in the UK twice each project year for an estimated total of \$2,500 per trip.
 - Theresa Doyle will also attend one trip per year; same estimate total.
- Professor Jeffries' will also attend a scientific conference in year 2 and again in year 3 to present on the research results. The conference will be in D.C. and his estimated trip cost is \$1,500.
- Materials and Supplies:
 - Laboratory supplies: \$1,500 each year
 - Computer dedicated to lab analysis for this project: \$3,000 in year one
 - Purchase of a specific strain of malaria in year one: \$2,000
 - Cattle supplies: \$3,000 in year 1, \$2000 in year 2 and \$5,000 in year 3
- Publication Costs
 - \$800 in years 2 and 3.
- Consultant: Charlie Apple is renowned cattle rancher and will serve as a consultant regarding the care and behavior of the cows to be studied. She will charge us \$5,000 in each of the 3 years.
- The project will include a subaward to Happy Cows Industries in all years. Happy Cows Industries will receive \$30,000 in Year 1, \$45,000 in Year 2, and \$40,000 in Year 3.
- We will also use the services of the Genome Center to perform data analysis on the genomes of non-infected and of infected cows. This will cost us \$30,000 in each of the 3 years.

Composite Benefit Rate Table

CBR Group	Personnel Category	FY 19/20 Rate	FY 20/21 Rate
HCOMP Faculty & SMG	SOM faculty and Senior Management	25.3%	26.1%
Nurses and Physicians	Nurses, Nurse Practitioners and Clinical Physicians	30.2%	31.1%
Faculty, Acad, MSP, Safety	Non-SOM faculty; Other Academic appointment such as project scientists and specialists; MSP positions such as directors; and safety services such as Fire and Police officers.	38.3%	39.4%
Faculty Summer Salary	Faculty Summer Salary	10.2%	10.5%
All Other Staff	Staff including analysts, SRAs, programmers	52.7%	54.3%
Service Staff	E.g., Janitors	65.4%	67.4%
Postdoc Employees	Postdocs	25.9%	26.7%
Grad and Undergrad	GSRs and Undergrads	1.9%	2%
Limited Benefits	Employees not eligible for full benefits (e.g., FTE % is too low)	17.2%	17.7%
No Benefit Eligibility	E.g., not eligible based on appointment type	3.6%	3.7%

Sample Budget

Start Date:	4/1/2019	Non-NIH	Title:	Training Program for New STEM Scholars					Proposal Due Date/Archive: 11/1/2018									
End Date:	3/31/2024		PI(s):	Margarat Jonas					12 Months	12 Months	12 Months	12 Months	12 Months	60 Months				
PERSONNEL										Salary Basis	*	Escalation:					FY	Multi
Name/Role:		Annual Salary			Project Period % Effort					Salary Basis and Type	Escal	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
		Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5									
1	Margarat Jonas, PI	120,000	40,000	160,000	12.5%	12.5%	12.5%	12.5%	12.5%	AY 9/12	3%	20,450	21,064	21,695	22,346	23,017	108,572	
2	Margarat Jonas, PI	120,000	40,000	160,000	8.3%	8.3%	8.3%	8.3%	8.3%	SMR 9/12	3%	13,579	13,986	14,406	14,838	15,283	72,092	
3	Sarah McMurphy, Co-PI	160,000		160,000	50.0%	50.0%	50.0%	50.0%	50.0%	CAL 12/12	3%	81,800	84,254	86,782	89,385	92,067	434,288	
4	Timothy Chan, Co-PI	92,000	8,364	100,364	4.2%	4.2%	4.2%	4.2%	4.2%	SMR 11/12	3%	4,310	4,439	4,573	4,710	4,851	22,883	
5	Susan Garcia, Academic Coord	10,000		10,000	25.0%	25.0%	25.0%	25.0%	25.0%	CAL 12/12	3%	2,556	2,633	2,712	2,793	2,877	13,571	
6	Postdoctoral Researcher	62,000		62,000	75.0%	75.0%	75.0%	75.0%	75.0%	CAL 12/12	3%	47,546	48,973	50,442	51,955	53,514	252,430	
Total Salaries												170,241	175,349	180,610	186,027	191,609	903,836	
Benefits by Person		FY Split:	3/9	3/9	3/9	3/9	3/9	3/9	3/9	Include CBR Add-on?	No	Escalations to fringe?			Yes			
		UCPath CBR Group	%	%	%	%	%	%	%	Period 1	Period 2	Period 3	Period 4	Period 5	Total			
1	Margarat Jonas, PI	Faculty, Acad, MSP, Safety (C)	38.9/38.4	38.4/39.6	39.6/40.8	40.8/42	42/43.3			7,878	8,278	8,786	9,318	9,892	44,152			
2	Margarat Jonas, PI	Faculty Summer-A	17.3/10.3	10.3/10.6	10.6/10.9	10.9/11.2	11.2/11.5			1,876	1,461	1,549	1,640	1,735	8,261			
3	Sarah McMurphy, Co-PI	HCOMP Faculty & SMG (B)	30.5/25.5	25.5/26.3	26.3/27.1	27.1/27.9	27.9/28.7			21,882	21,990	23,344	24,760	26,239	118,215			
4	Timothy Chan, Co-PI	Faculty Summer-B	10.3	10.6	10.9	11.2	11.5			444	471	498	528	558	2,499			
5	Susan Garcia, Academic Coord	Faculty, Acad, MSP, Safety (C)	38.9/38.4	38.4/39.6	39.6/40.8	40.8/42	42/43.3			985	1,035	1,098	1,165	1,236	5,519			
6	Postdoctoral Researcher	Postdoc Employees (F)	17.3/26.3	26.3/27.1	27.1/27.9	27.9/28.7	28.7/29.6			11,435	13,174	13,972	14,807	15,720	69,108			
Total Benefits										44,500	46,409	49,247	52,218	55,380	247,754			
Total Personnel										214,741	221,758	229,857	238,245	246,989	1,151,590			
EQUIPMENT															Total			
Server for project data and website										6,200					6,200			
Total Equipment										6,200	0	0	0	0	6,200			
TRAVEL																		
Conference Travel																		
											1,500	1,500	1,500	1,500	6,000			
											1,500	1,500	1,500	1,500	6,000			
Total Domestic Travel										0	1,500	1,500	1,500	1,500	6,000			
Total International Travel										0	0	0	0	0	0			
Total Travel										0	1,500	1,500	1,500	1,500	6,000			
PARTICIPANT/TRAINEE SUPPORT COSTS																		
Details/Notes:																		
Other: Trainee Research Supplies											6,500	6,500	6,500	6,500	26,000			
Total Participant Support Costs										0	6,500	6,500	6,500	6,500	26,000			
OTHER DIRECT COSTS																		
Materials and Supplies																		
Mathematical Design Software										2,500	2,500	2,500	2,500	2,500	12,500			
Data Storage and Presentation Supplies										500	500	500	500	500	2,500			
Total Materials and Supplies										3,000	3,000	3,000	3,000	3,000	15,000			
Other Expenses																		
											3,000	1,000	1,000		5,000			
											600	300	300	300	1,800			
Other Expenses Subject to Indirect:										3,600	1,300	1,300	300	300	6,800			
Other Expenses Excluded from Indirect:										0	0	0	0	0	0			
Total Other Direct Costs										6,600	4,300	4,300	3,300	3,300	21,800			
Total Direct Costs										227,541	234,058	242,157	249,545	258,289	1,211,590			
Indirect Cost Base										221,341	227,858	235,957	243,345	252,089	1,180,590			
Indirect Costs										110,523	114,944	119,542	124,323	129,296	598,628			
Total Costs (Direct + Indirect)										\$338,064	\$349,002	\$361,699	\$373,868	\$387,585	\$1,810,218			

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