

Building Blocks for Effective Proposals

Budgeting, Part 1

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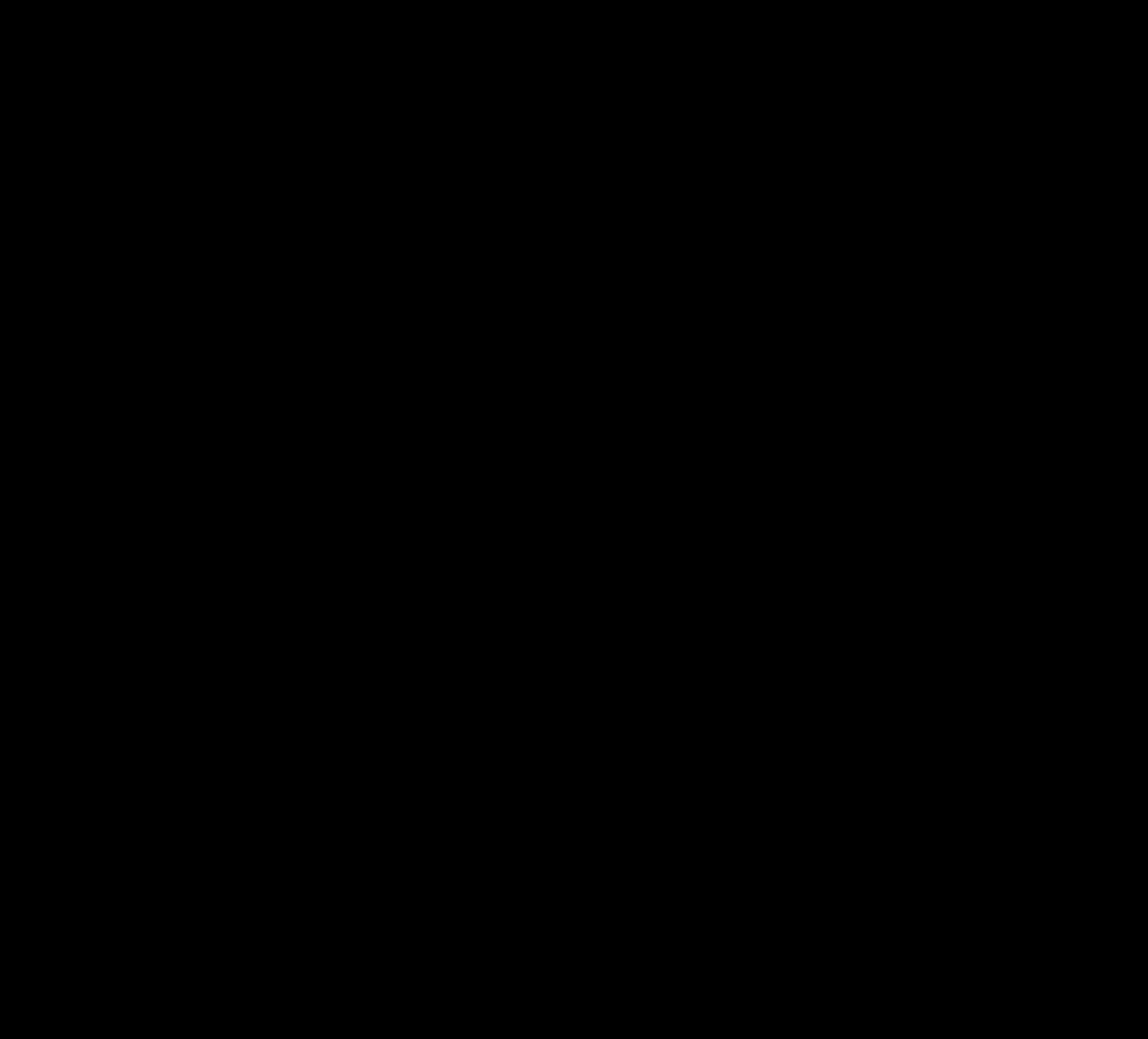
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Director - Pre-Award Administration, COE

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The logo of Northeastern University, featuring a large, stylized red 'N' that is composed of several geometric shapes, including a large triangle and a smaller triangle, creating a dynamic, angular design.

**Northeastern
University**



Sponsor Types

The **sponsor** is the agency or organization that provides funding for a grant-funded agreement. Common sponsor types include:

- **Federal, State, or Local Government**

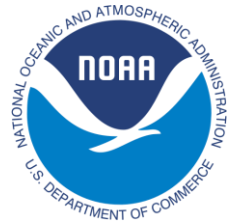
Examples: NIH, NSF, ONR, NOAA

- **Foundations and Non-Profit Organizations**

Examples: BMGF, Ford Foundation, AHA

- **Industry and For-Profit Organizations**

Examples: DuPont, Raytheon, Merck



FORD
FOUNDATION

SIMONS
FOUNDATION

BILL & MELINDA
GATES foundation

Sponsor Types, Cont'd

FEDERAL

- R&R Detailed Budget, Modular Budget, etc.
- Allowable costs: Uniform Guidance/ Agency Regulations unless otherwise specified in FOA
- Use Northeastern negotiated rate unless otherwise specified



FOUNDATIONS

- Each organization is different
- Check FOA and foundation website for allowable costs
- Many foundations do not support F&A charges or pay a reduced rate



INDUSTRY

- Every case is different. Funding restrictions may be communicated on the company website, in email conversations with the PI, etc.



Funding Mechanisms and Budget Requirements

- Solicited and unsolicited applications
- Before deciding to apply, review the Sponsor guidelines and award terms & conditions.
- Will the budget guidelines adequately support the work of the proposed project?



Sponsored Projects vs. Gifts

Sponsored Projects are externally-funded activities in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into between NU and the sponsor and include:

- A specified period of performance
- Statement of work with identified deliverables
- A budget which may include direct and indirect costs



Gifts award unrestricted and do not have a period of performance or deliverables.

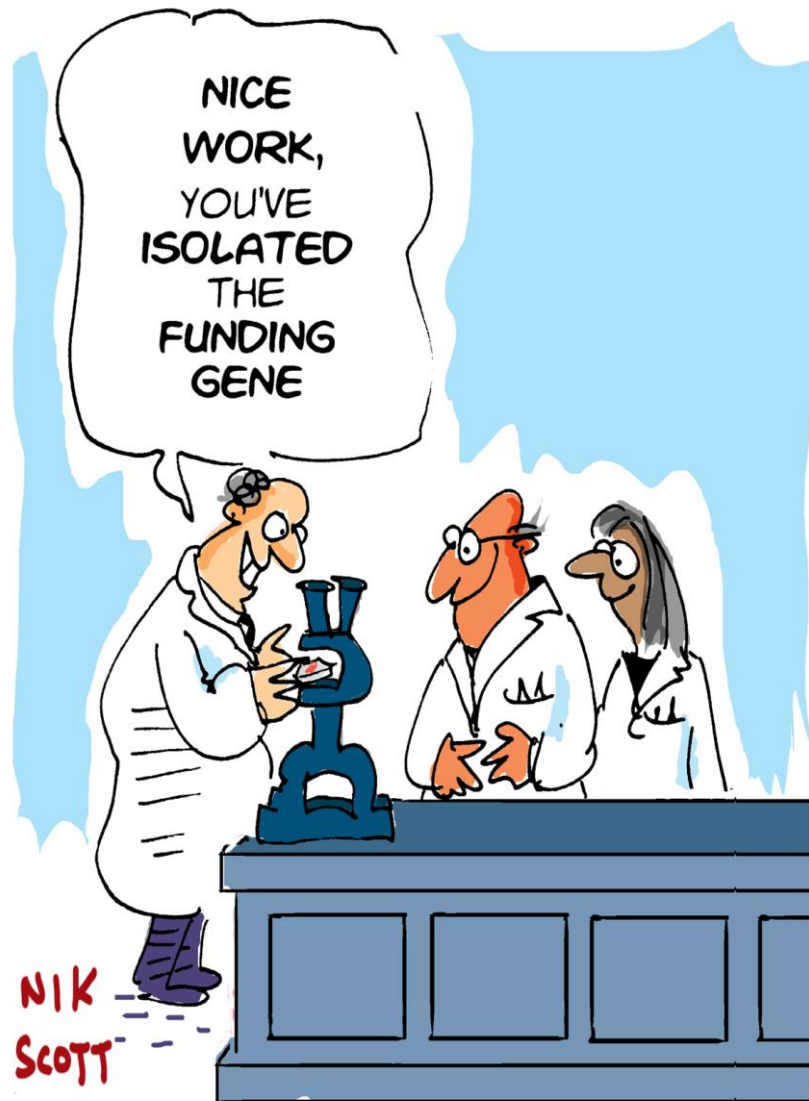


Types of Award Mechanisms

- **Federal Grants, Contracts, Cooperative Agreements**
- **Other types of award mechanisms**



GREAT MOMENTS IN SCIENCE



Other Research Support Sources

- **Research Related Funding**
- **Gifts and In-Kind**
- **Fee for Service – from external parties – Industry.**



"Spare a dollar for some lab consumables, buddy?"

Other Research Support Sources Cont

Gifts and In-Kind for research and education



- Appropriate to NEU's mission and needs.
- Impose no undue financial, legal, or other risks or burdens.
- May be restricted or unrestricted.
 - If restricted, are written in reasonably broad and flexible terms.




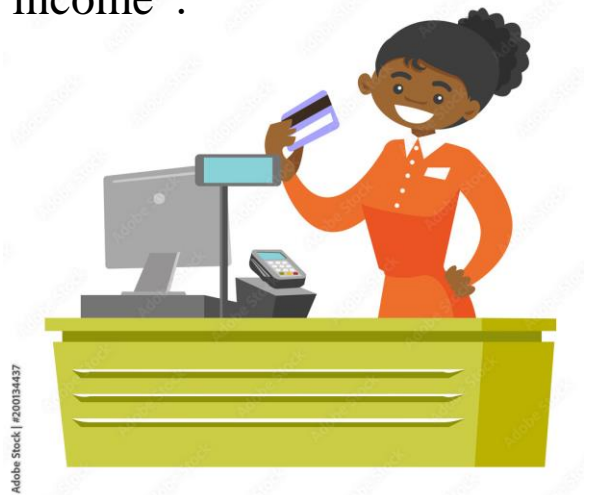
Tips:

- NEU President is ultimately responsible for the acceptance of all gifts.
- Consult as needed with College, NU-RES, Advancement regarding process/approvals.

Other Research Support Sources Cont

Fee for Service / Lab Testing Agreement


- To provide services or products to industry.
- Benefit to the general public.
- Advance teaching and training –must be supported by budget.
- Not for commercial profit.
- Not allowed in some NEU Facilities.
-  IRS reporting: “unrelated business income”.



Other Research Support Sources Cont'd



Identifying Fee for Service:

- Does NEU own the resulting IP?
- Is NEU allowed to publish?
- *If **either** answer is “No”, then you have an agreement.*
-  **Tips:**
 - Contact NU-RES for expert decision-making
 - Determine your College’s approvals and process
 - Ensure budget requirements are met.

Typical Steps to Developing a Budget

- Consult the sponsor's requirements or agency announcement.
- Work with the Principal Investigator to determine project needs.
- Draft a budget in MS Excel to enable the proposal team to evaluate the calculations.
- Transfer the budget into the sponsor's required forms or submission system.
- A basic budget template is provided by NU-RES [Proposal Budget Forms and Templates | Research Enterprise Services \(NU-RES\)](#)

Anatomy of a Sponsored Research Budget

A **budget** is a financial proposal that reflects the work proposed. It outlines expected project costs in detail and should mirror the project description. A budget is comprised of:

DIRECT COSTS

Costs that are specifically associated with a particular sponsored project or activity and that can be directly assigned to that project or activity with a high degree of accuracy.



INDIRECT COSTS

Costs incurred for common or general purposes that are necessary for the carrying out of the project but which cannot be readily and specifically identified with a particular project.



Anatomy of a Sponsored Research Budget, Co

SUMMARY PROPOSAL BUDGET				YEAR 1	
ORGANIZATION Northeastern University				FOR NSF USE ONLY	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Dr. Jane Husky				PROPOSAL NO.	DURATION (months)
				AWARD NO.	Proposed Granted
A. SENIOR PERSONNEL: P/VPD, Co-PI's, Faculty and Other Senior Associates				Person-months	Funds Requested By proposer
				CAL	ACAD
				SUMR	Funds granted by NSF (if different)
1. Dr. Jane Husky				0.00	0.00
2.				2.00	\$30,000
3.					
4.					
5.					
6. (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00
7. (1) TOTAL SENIOR PERSONNEL (1 - 6)				0.00	0.00
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)				2.00	\$30,000
1. (1) POST DOCTORAL SCHOLARS				12.00	0.00
2. (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0.00	0.00
3. (0) GRADUATE STUDENTS				0.00	0
4. (0) UNDERGRADUATE STUDENTS				0.00	0
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0.00	0
6. (0) OTHER				0.00	0
TOTAL SALARIES AND WAGES (A + B)					0
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$22,950
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					\$112,950
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL EQUIPMENT					\$5,500
E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)					\$6,000
2. INTERNATIONAL					\$9,000
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$ 1,500					
2. TRAVEL 3,000					
3. SUBSISTENCE					
4. OTHER					
TOTAL NUMBER OF PARTICIPANTS (2) TOTAL PARTICIPANT COSTS					\$4,500
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$5,500
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					\$5,500
H. TOTAL DIRECT COSTS (A THROUGH G)					\$143,450
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)					
(Rate: , Base: \$133,450)					
TOTAL INDIRECT COSTS (F&A)					\$76,067
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					\$219,517
K. FEE					0
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$219,517
M. COST SHARING PROPOSED LEVEL \$ 0				AGREED LEVEL IF DIFFERENT \$	
P/VPD NAME Dr. Jane Husky				FOR NSF USE ONLY	
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION	
				Date Checked	Date Of Rate Sheet
				Initials - ORG	

1 *ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

Dr. Jane Husky NSF Proposal Budget

- Total Direct Costs: \$143,450
- Modified Total Direct Costs: \$143,450
- Indirect Costs: \$76,067

Total \$219,517

**Current NU Negotiated Rate: 57%
(Off Campus: 26%)*

Compliance requirements (2-CFR Part 200, FASB, G

A Brief Introduction:

UG



Generally Accepted Accounting Principles

Dr. Huskie's Sponsored research Budget



Dr. Huskie is applying for a 3-year NSF grant for her research project.



Her project involves:

- Field work for one-month in Alaska
- Two undergraduate student participants per year.
- Taking soil samples where the permafrost in Alaska has begun to de-frost.

Dr. Huskie's Sponsored Research budget

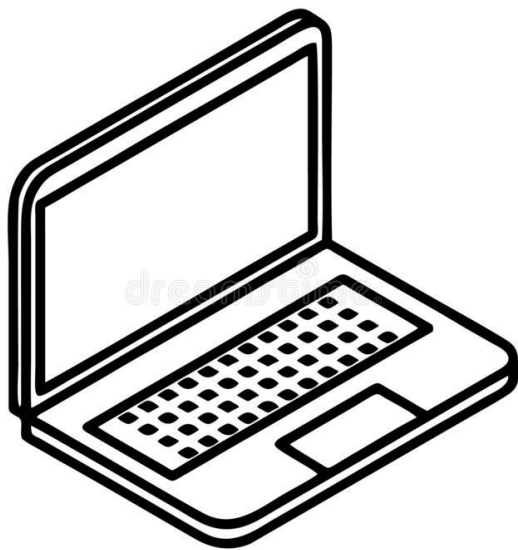


Sponsored budgets must include costs that are:

- Allowable
- Allocable
- Reasonable
- Consistent

It's a really long flight to Alaska from Boston. Can Huskie fly 1st class?

Dr. Huskie's Sponsored Research Budget



Is a laptop computer a supply or equipment?

Dr. Huskie may encounter bears in Alaska. Is a shotgun an allowable supply?



A truck is needed for transporting the truck and equipment to the field site. What does this cost go?

alamy

Image by iStockphoto
www.alamy.com



Question

Contact



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Thank You!

LVX
VERITAS
VIRTUS