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# PI Interview

Prior to meeting with the PI, department administrator should become familiar with the solicitation.

1. Who will be working on the project? What percent of effort/person months will the personnel contribute? These are University of Maryland personnel.

- PI
- Co-PI
- Post Doc
- Faculty Research Assistant
- Graduate Students
- Undergraduate Students
- Other Personnel

2. Determine fringe benefit rate based on personnel in the budget. See fringe benefit memo: <http://www.ora.umd.edu/resources/benefits-stipends/employee>

Tuition remission is treated as a benefit of employment. Will any tuition remission be needed for the students listed in the budget? Some sponsors, like NSF and NIH, want to see tuition listed with Other Direct costs. Other sponsors may want to see it included with Fringe Benefits.

3. Will any equipment, including computers be required to complete the project?

4. Will there be any domestic/foreign travel for this project? This includes conferences, project meeting, data collection, etc.

- Destination?
- Reason for travel?
- Travel dates?
- Cost of trip including transportation, lodging, meals, registration fees, etc.?

5. Will there be any materials required to complete the project? These include software programs, books, instruction materials, recording devices, cameras, etc.

6. Will any other individuals be collaborating (outside of the University of Maryland) on this project? Do you need to hire an individual/entity to perform services (vendor)? Do you need a consultant with specific expertise (consultant)? Will you be working with someone at another institution (subaward)?

7. Will there be any other direct costs required to complete the project? This may include postage, long distance charges, compensation for subject participation, etc.

8. Which F&A rate should be used for this project? Is it research or instruction? If it is neither it is Other Sponsored Activity. Does the sponsor have a written policy regarding indirect cost/F&A that differs from our negotiated rates?

SUMMARY  
PROPOSAL BUDGET

YEAR [1]

NSF Summary Proposal Budget

Year 1

Organization <b>University of Maryland College Park</b>					
Principal Investigator/ Project Director <b>Alan A. Alphaman Jr.</b>					
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)	NSF FUNDED PERSON- MONTHS			Funds Requested By Proposer	Funds Granted by NSF (if different)
	CAL	ACAD	SUMR		
1. <b>Alan a. Alphaman Jr. - PI</b>	0.00	0.00	2.00	22,222	
2					
3					
4					
5					
6. ( 0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00	-	
7. ( 1) TOTAL SENIOR PERSONNEL (1-6)	0.00	0.00	2.00	22,222	
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>					
1. ( 1) POST DOCTORAL SCHOLARS	12.00	0.00	0.00	55,000	
2. ( 1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	12.00	0.00	0.00	35,000	
3. ( 2) GRADUATE STUDENTS				28,000	
4. ( 0) UNDERGRADUATE STUDENTS				-	
5. ( 0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				-	
6. ( 0) OTHER				-	
TOTAL SALARIES AND WAGES (A+B)				140,222	
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>					
TOTAL SALARIES AND WAGES AND FRINGE BENEFITS (A+B+C)				58,138	
TOTAL SALARIES AND WAGES AND FRINGE BENEFITS (A+B+C)				198,360	
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)</b>					
1 Computer Workstation				5,010	
2 Oscillator				15,000	
3					
4					
TOTAL EQUIPMENT				20,010	
<b>E. TRAVEL</b>					
1. DOMESTIC (INCL. CANADA, MEXICO, AND U.S. POSSESSIONS)				3,000	
2. FOREIGN				2,000	
TOTAL TRAVEL				5,000	
<b>F. PARTICIPANT SUPPORT COSTS</b>					
1. STIPENDS					
2. TRAVEL					
3. SUBSISTENCE					
4. OTHER					
TOTAL NUMBER OF PARTICIPANTS ( 0)					
TOTAL PARTICIPANT COSTS				-	
<b>G. OTHER DIRECT COSTS</b>					
1. MATERIALS AND SUPPLIES				3,000	
2. PUBLICATION COSTS/ DOCUMENTATION/ DISSEMINATION				1,500	
3. CONSULTANT SERVICES				2,410	
4. COMPUTER SERVIICES				-	
5. SUBAWARDS				74,000	
6. OTHER - Tuition Remission				13,344	
TOTAL OTHER DIRECT COSTS				94,254	
<b>H. TOTAL DIRECT COSTS (A THROUGH G)</b>					
				317,624	
<b>I. INDIRECT COSTS (F&amp;A) (SPECIFY RATE AND BASE)</b>					
MTDC- On or Off- Adjacent (Rate: 48.50, Base: \$235270)					
TOTAL INDIRECT COSTS (F&A)				114,106	
<b>J. TOTAL DIRECT AND INDIRECT COSTS (H+I)</b>					
				431,730	
<b>K. RESIDUAL FUNDS</b>					
				-	
<b>L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)</b>					
				431,730	
<b>M. COST SHARING PROPOSED LEVEL \$</b>			<b>AGREED LEVEL IF DIFFERENT \$</b>		
<b>PI/PD NAME:</b>					
<b>ORG. REP NAME:</b>					

<i>Sample Budget</i>						
<b>PERSONNEL</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
PI - 1 mo	\$12,958	\$13,411	\$13,947	\$14,505	\$15,085	\$69,906
Co-PI - 1 mo summer	\$11,995	\$12,475	\$12,974	\$13,493	\$14,033	\$64,970
Co-PI - 1 mo summer	\$11,306	\$11,758	\$12,228	\$12,717	\$13,226	\$61,235
C0-PI - 1 mo summer	\$12,354	\$12,848	\$13,362	\$13,896	\$14,452	\$66,912
Postdoc - 100%	\$70,750	\$72,800	\$75,712	\$78,740	\$81,890	\$379,892
Technical Staff	\$19,200	\$19,968	\$20,767	\$21,598	\$22,462	\$103,995
4 Graduate Students	\$118,692	\$123,440	\$128,378	\$133,513	\$138,854	\$642,877
<b>Total Salaries</b>	<b>\$257,255</b>	<b>\$266,700</b>	<b>\$277,368</b>	<b>\$288,462</b>	<b>\$300,002</b>	<b>\$1,389,787</b>
Fringe Benefits 27%	\$69,459	\$72,009	\$74,889	\$77,885	\$81,001	\$375,243
Tuition Students (10 credits*4 students)	\$21,000	\$21,840	\$22,714	\$23,623	\$24,568	\$113,745
<b>Total Personnel</b>	<b>\$347,714</b>	<b>\$360,549</b>	<b>\$374,971</b>	<b>\$389,970</b>	<b>\$405,571</b>	<b>\$1,878,775</b>
<b>Other Direct Costs</b>						
Equipment	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Computing Support	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548	\$81,245
Travel	\$27,000	\$28,080	\$29,203	\$30,371	\$31,586	\$146,240
Linguistic Data Consortium	\$4,043	\$4,205	\$4,373	\$4,548	\$4,730	\$21,899
Annotation Services	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340	\$2,434
Materials/supplies	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510	\$16,250
CALF (1952*5)	\$9,760	\$10,150	\$10,556	\$10,978	\$11,417	\$52,861
<b>Total Other Direct Costs</b>	<b>\$90,803</b>	<b>\$93,235</b>	<b>\$95,764</b>	<b>\$98,395</b>	<b>\$101,131</b>	<b>\$479,328</b>
<b>Total Direct Costs</b>	<b>\$438,517</b>	<b>\$453,784</b>	<b>\$470,735</b>	<b>\$488,365</b>	<b>\$506,702</b>	<b>\$2,358,103</b>
<b>F&amp;A 52%</b>	<b>\$201,509</b>	<b>\$209,011</b>	<b>\$217,371</b>	<b>\$226,066</b>	<b>\$235,110</b>	<b>\$1,089,067</b>
<b>Total Costs</b>	<b>\$640,026</b>	<b>\$662,795</b>	<b>\$688,106</b>	<b>\$714,431</b>	<b>\$741,812</b>	<b>\$3,447,170</b>

Sample Budget - #2

Inflation Escalator	4.0%
Fringe Benefit - CY & AY	27.0%
Fringe Benefit-Summer	8.0%

<b><u>PERSONNEL</u></b>		<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>	<b><u>Year 4</u></b>	<b><u>Year 5</u></b>	<b><u>Total</u></b>
PI - 1 MOS	\$	12,958	\$ 13,476	\$ 14,015	\$ 14,576	\$ 15,159	\$ 70,184
CO-PI - 1 MOS SUMMER	\$	11,995	\$ 12,475	\$ 12,974	\$ 13,493	\$ 14,033	\$ 64,970
CO-PI - 1 MOS SUMMER	\$	11,306	\$ 11,758	\$ 12,228	\$ 12,717	\$ 13,226	\$ 61,235
CO-PI - 1 MOS SUMMER	\$	12,354	\$ 12,848	\$ 13,362	\$ 13,896	\$ 14,452	\$ 66,912
Postdoc - 100%	\$	70,750	\$ 73,580	\$ 76,523	\$ 79,584	\$ 82,767	\$ 383,204
Technical Staff	\$	19,200	\$ 19,968	\$ 20,767	\$ 21,598	\$ 22,462	\$ 103,995
4 Graduate Students	\$	118,692	\$ 123,440	\$ 128,378	\$ 133,513	\$ 138,854	\$ 642,877
<b>Total Salaries</b>	\$	257,255	\$ 267,545	\$ 278,247	\$ 289,377	\$ 300,953	\$ 1,393,377
Fringe Benefit - CY & AY	\$	59,832	\$ 62,225	\$ 64,714	\$ 67,303	\$ 69,995	\$ 324,069
Fringe Benefit - Summer	\$	2,852	\$ 2,966	\$ 3,085	\$ 3,208	\$ 3,337	\$ 15,448
<b>Total Fringe Benefits</b>	\$	62,684	\$ 65,191	\$ 67,799	\$ 70,511	\$ 73,332	\$ 339,517
Tuition Students (10 credits * 4 Students * \$525/credit)	\$	21,000	\$ 21,840	\$ 22,714	\$ 23,623	\$ 24,568	\$ 113,745
<b>Total Personnel</b>	\$	340,939	\$ 354,576	\$ 368,760	\$ 383,511	\$ 398,853	\$ 1,846,639
<b><u>Other Direct Costs</u></b>							
Equipment	\$	30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Computing Support	\$	15,000	\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548	\$ 81,245
Travel	\$	27,000	\$ 28,080	\$ 29,203	\$ 30,371	\$ 31,586	\$ 146,240
Linguistic Data Consortium	\$	4,043	\$ 4,205	\$ 4,373	\$ 4,548	\$ 4,730	\$ 21,899
Annotation Services	\$	2,000	\$ 2,080	\$ 2,163	\$ 2,250	\$ 2,340	\$ 10,833
Materials/supplies	\$	3,000	\$ 3,120	\$ 3,245	\$ 3,375	\$ 3,510	\$ 16,250
CALF (1952*5)	\$	9,760	\$ 10,150	\$ 10,556	\$ 10,978	\$ 11,417	\$ 52,861
<b>Total Other Direct Costs</b>	\$	90,803	\$ 93,235	\$ 95,764	\$ 98,395	\$ 101,131	\$ 479,328
<b>Total Direct Costs</b>	\$	431,742	\$ 447,811	\$ 464,524	\$ 481,906	\$ 499,984	\$ 2,325,967
<b>F&amp;A 52%</b>	\$	197,986	\$ 205,905	\$ 214,141	\$ 222,707	\$ 231,616	\$ 1,072,355
<b>Total Costs</b>	\$	629,728	\$ 653,716	\$ 678,665	\$ 704,613	\$ 731,600	\$ 3,398,322
<b>MTDC Base for F&amp;A Calc.</b>	\$	380,742	\$ 395,971	\$ 411,810	\$ 428,283	\$ 445,416	
<b>MTDC Base=TDC less Tuition + Equipment</b>							

**BUDGET INFORMATION - Non-Construction Programs**  
**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds				Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	(1)	(2)	(3)	(4)	
a. Personnel					0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	\$	0.00

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.				\$	0.00
9.				\$	0.00
10.				\$	0.00
11.				\$	0.00
12. Total (SUM OF LINES 8-11)				\$	0.00

<b>SECTION D - FORECASTED CASH NEEDS</b>					
Total for 1 <sup>st</sup> Year	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	
13. Federal	\$ 0.00	\$	\$	\$	
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>					
(a) Grant Program	FUTURE FUNDING PERIODS (years)		(c) Second	(d) Third	(e) Fourth
	(b) First	(b) Second			
16.	\$		\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION F - OTHER BUDGET INFORMATION</b>	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

# PHS 398 Modular Budget, Periods 1 and 2

OMB Number: 0925-0001

<b>Budget Period: 1</b>	Start Date: <input type="text" value="07/01/2012"/>	End Date: <input type="text" value="06/30/2013"/>	
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<b>A. Direct Costs</b>		<b>* Funds Requested (\$)</b>
* Direct Cost less Consortium F&A		<input type="text" value="150,000.00"/>
Consortium F&A		<input type="text"/>
* Total Direct Costs		<input type="text" value="150,000.00"/>

<b>B. Indirect Costs</b>				<b>* Funds Requested (\$)</b>
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)		
1. <input type="text" value="MTDC"/>	<input type="text" value="52"/>	<input type="text" value="150,000.00"/>		<input type="text" value="78,000.00"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)	DHHS Office of Audit, Region III 150 South Independence Mall West, Suite 316 Philadelphia, PA 19106-3499 POC: Stephen Virbitsky, 202.401.2762
Indirect Cost Rate Agreement Date <input type="text" value="06/07/2011"/>	Total Indirect Costs <input type="text" value="78,000.00"/>

<b>C. Total Direct and Indirect Costs (A + B)</b>		<b>Funds Requested (\$)</b>
		<input type="text" value="228,000.00"/>

<b>Budget Period: 2</b>	Start Date: <input type="text" value="07/01/2013"/>	End Date: <input type="text" value="06/30/2014"/>	
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<b>A. Direct Costs</b>		<b>* Funds Requested (\$)</b>
* Direct Cost less Consortium F&A		<input type="text" value="125,000.00"/>
Consortium F&A		<input type="text"/>
* Total Direct Costs		<input type="text" value="125,000.00"/>

<b>B. Indirect Costs</b>				<b>* Funds Requested (\$)</b>
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)		
1. <input type="text" value="MTDC"/>	<input type="text" value="52"/>	<input type="text" value="125,000.00"/>		<input type="text" value="65,000.00"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)	DHHS Office of Audit, Region III 150 South Independence Mall West, Suite 316 Philadelphia, PA 19106-3499 POC: Stephen Virbitsky, 202.401.2762
Indirect Cost Rate Agreement Date <input type="text" value="06/07/2011"/>	Total Indirect Costs <input type="text" value="65,000.00"/>

<b>C. Total Direct and Indirect Costs (A + B)</b>		<b>Funds Requested (\$)</b>
		<input type="text" value="190,000.00"/>



# PHS 398 Modular Budget, Periods 3 and 4

<b>Budget Period: 3</b>	Start Date: <input style="width: 80%;" type="text"/>	End Date: <input style="width: 80%;" type="text"/>
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<b>A. Direct Costs</b>	* Direct Cost less Consortium F&A	* Funds Requested (\$)
	Consortium F&A	
	* Total Direct Costs	

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
2.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
3.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
4.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)	<input style="width: 95%;" type="text"/>
Indirect Cost Rate Agreement Date <input style="width: 80%;" type="text"/>	Total Indirect Costs <input style="width: 50%;" type="text"/>

<b>C. Total Direct and Indirect Costs (A + B)</b>	Funds Requested (\$)
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<b>Budget Period: 4</b>	Start Date: <input style="width: 80%;" type="text"/>	End Date: <input style="width: 80%;" type="text"/>
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<b>A. Direct Costs</b>	* Direct Cost less Consortium F&A	* Funds Requested (\$)
	Consortium F&A	
	* Total Direct Costs	

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
2.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
3.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
4.	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)	<input style="width: 95%;" type="text"/>
Indirect Cost Rate Agreement Date <input style="width: 80%;" type="text"/>	Total Indirect Costs <input style="width: 50%;" type="text"/>

<b>C. Total Direct and Indirect Costs (A + B)</b>	Funds Requested (\$)
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# PHS 398 Modular Budget, Periods 5 and Cumulative

**Budget Period: 5**

Start Date:

End Date:

**A. Direct Costs**

	* Funds Requested (\$)
* Direct Cost less Consortium F&A	<input type="text"/>
Consortium F&A	<input type="text"/>
* Total Direct Costs	<input type="text"/>

**B. Indirect Costs**

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)

Indirect Cost Rate Agreement Date

Total Indirect Costs

**C. Total Direct and Indirect Costs (A + B)**

Funds Requested (\$)

**Cumulative Budget Information**

**1. Total Costs, Entire Project Period**

*Section A, Total Direct Cost less Consortium F&A for Entire Project Period	\$	<input type="text" value="275,000.00"/>
Section A, Total Consortium F&A for Entire Project Period	\$	<input type="text"/>
*Section A, Total Direct Costs for Entire Project Period	\$	<input type="text" value="275,000.00"/>
*Section B, Total Indirect Costs for Entire Project Period	\$	<input type="text" value="143,000.00"/>
*Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period	\$	<input type="text" value="418,000.00"/>

**2. Budget Justifications**

Personnel Justification	<input type="text" value="Lejuez_Crybaby_PersonJustify.p"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Consortium Justification	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Additional Narrative Justification	<input type="text" value="Lejuez_NIH_AddNarrJustify_1017"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

## Personnel Justification

### PERSONNEL

PI Name, Ph.D., will serve as Principal Investigator at 1.2 calendar months (10% effort). She is currently the PI on the NIDA-funded parent longitudinal study (the College Life Study) that will be the source of data for the proposed secondary data analyses. She will direct all administrative and scientific aspects of the proposed research. She will monitor progress and oversee issues related to data analysis and scientific writing. As such, she will principally responsible for assembling teams of staff and collaborating investigators to prepare manuscripts and presentations based on the findings of the study. Dr. PI has considerable experience designing and conducting epidemiologic studies, managing large-scale projects requiring the recruitment of population-based and clinical samples, leading multi-center clinical trials, directing statistical analyses, and generating publications. Dr. PI is currently the Director of the Center on Young Adult Health and Development at the University of Maryland

CO-PI Name, Ph.D., will serve the project as Co-Investigator/Quantitative Psychologist at 3 calendar months (25% effort). Dr. CO-PI is a clinical psychologist with expertise in clinical methodology, including the design and analysis of clinical trials, quasi-experiments, and field studies. One of the major thrusts of his substantive research over the past 15 years has been to understand the etiology, treatment, and prevention of drug abuse and crime in drug-dependent and criminal populations. He has worked with Dr. PI closely during the past 10 years and has lead the statistical analyses for the NIDA-funded parent study since its inception. His expertise in longitudinal data analyses and structural equation modeling has been invaluable to the project and will be necessary to complete the proposed work. His responsibility on the project will be to lead the statistical analyses described in the proposal and he will be assisted by Ms. Assist, who he will directly supervise. As he has done in the past, he will assist Dr. PI in the interpretation of the findings that emanate from the statistical analyses proposed and work with her, Ms. Assist and other collaborators in the preparation of manuscripts that arise from this project.

Data Analyst Name M.A., will be hired to be the Data Analyst at 6 calendar months (50% effort). Ms. Analyst earned a B.A. in Criminal Justice and Psychology from the University of Richmond and has a M.A. in Criminology/Criminal Justice from the University of Maryland. She is currently in her second year as a Ph.D. student at the University of Maryland. She has been an active member of the parent study at the University of Maryland for four years, beginning as an interviewer, and now as a member of the senior staff. Importantly, she has been actively involved in statistical data analyses and authoring of manuscripts in the past two years (including four first-authored publications). She is developing into a promising New Investigator in the field and her expertise in the area of college student health risk behaviors in addition to her growing expertise in the area of longitudinal data modeling (e.g., MPlus) will be critically needed for this project. She will be supervised by Dr. CO-PI regarding the statistical modeling that is described in the proposal and will continue to assist in the authoring of manuscripts, reports, presentations under the direction of Drs. CO-PI & Dr. PI

**Center for Advanced Study of Language**  
**Name of Project**  
**Budget Justification**

**Personnel**

Who, why % of effort

**Benefits**

In keeping with the University's policy, benefits submitted in the budget are estimates only. Actual benefits will be charged to the TTO directly as incurred. Benefit estimate is X% of salary and is not included on hourly workers (undergraduate students).

**Subcontracts**

Who, why. Estimates are provided by the subcontract university and have been reviewed for appropriateness. Attach copies of routed proposal by each subcontract.

**Consultants**

Who, why. Estimates for consultants were based on the approved NSF consultant rate of pay of \$537 per day.

**Travel**

Breakout between foreign, domestic, and local. Tie travel to the work performed in the proposal. Provide basis for estimates.

Airfare: past experience, Travelocity, etc

Lodging: past experience, approved agreements UM has in place with local hotels, etc.

Per Diem: Based on university procedure Per Diem is estimated at \$39.00 per day.

Ground Transportation: past experience, Travelocity, approved agreements UM has in place with rental agencies.

Incidentals: covers items such as communications, portorage, etc.

**Conference Services**

Spell out the need for food and why if including in the budget (normally not an allowable expense).

**Materials, Supplies and Services**

What needs to be bought, why, how did you arrive at estimates.

**Equipment**

What, why, how? If needed provide documentation of estimate.

## **Budget Justification University of Maryland, College Park**

### **Personnel:**

The personnel budget includes salary support for the PI for 2 months or 17% annual effort in each of the three years of the project. Co-PIs will be devoting approximately 3.3 months or 27% effort annually. The research team will include one postdoctoral research associate working full time on the project, as well as a full time programmer. Three graduate students would be supported full time throughout project. A 4% annual escalation factor is considered for salaries.

The University does not have a fringe benefit rate, but rather uses an experience based average of 27% of salaries (8% of summer salaries). The fringe benefits include estimated tuition remission benefits for the students. An escalation factor of 4% is considered for tuition increases.

### **Other Direct Costs:**

#### **Equipment:**

The budget includes \$15k each in years one and two. In year one, we anticipate the need for 3 workstations and 2 laptops for the students. The University does not provide faculty and students with computing resources to be dedicated to specific research projects. In year two, we will require a highend experiment machine and 2 additional laptops.

#### **Travel:**

The travel funds requested will cover PI meetings and would allow research personnel to attend national and international scientific conferences related to the research subject and/or to present papers on the research findings. Examples could be the International Conference on Machine Learning (ICML), the ACM International Conference on Management of Data (SIGMOD), the ACM International Conference on Knowledge Discovery and Data Mining (KDD), ACM Symposium on Theory of Computing (STOC), IEEE Symposium on the Foundations of Computer Science (FOCS), and ACM-SIAM Symposium on Discrete Algorithms (SODA).

#### **Computer Access Fees:**

The budget includes a mandatory annual fee assessed by the department of Computer Science for general computing infrastructure resources and support. The amount requested would cover the students for the duration of the project and the faculty proportionally to their effort.

#### **Materials and Supplies:**

The budget includes \$1k per year for data storage and other computer supplies needed for the project, as well as software, upgrades, specialized computing resources, license fees, etc.

#### **Indirect Costs:**

The University's federally negotiated F&A rate agreement can be found at [http://www.umresearch.umd.edu/ORAA/um\\_references/basic\\_references/FA/F&A\\_07June2011.pdf](http://www.umresearch.umd.edu/ORAA/um_references/basic_references/FA/F&A_07June2011.pdf)

# USEFUL LINKS

## **Award Maintenance Guidance from ORA**

<http://www.ora.umd.edu/forms/award-management>

## **Current Schedule of Graduate Stipends (check with your specific college to see if they have their own schedule)**

<http://www.ora.umd.edu/resources/benefits-stipends/graduate>

## **Current Tuition Rates**

[http://bursar.umd.edu/t\\_grd1415.php](http://bursar.umd.edu/t_grd1415.php)

## **F&A Rate Agreement**

<http://www.ora.umd.edu/sites/default/files/documents/um-resources/fa/umcp-rate-agreement.pdf>

## **F&A Waiver Procedure**

<http://www.ora.umd.edu/resources/fa/waiver-request>

## **How to apply F&A Rate**

<http://www.ora.umd.edu/sites/default/files/documents/um-resources/fa/application-of-fa.pdf>

## **Table of Benefit Rates**

<http://www.ora.umd.edu/resources/benefits-stipends/employee>

## **UM Policy of Cost Sharing**

<http://www.president.umd.edu/policies/docs/IV-400A.pdf>

## **UM Policy on Outside Consultancy**

<http://www.usmh.usmd.edu/regents/bylaws/SectionII/II310.html>

## **UM Procedure for including Admin/Clerical Costs in proposal budgets**

<http://www.ora.umd.edu/proposal-development/administrative-cost-designations>

## **Uniform Guidance Highlighted Version**

<http://ora.umd.edu/sites/default/files/documents/federal/uniform-guidance/uniform-guidance-highlighted-sections.pdf>

## **NIH Convert Percent Effort into Person Months**

[http://grants.nih.gov/grants/policy/person\\_months\\_faqs.htm#1040](http://grants.nih.gov/grants/policy/person_months_faqs.htm#1040)

## **ORA Budget Guidance**

<http://ora.umd.edu/resources/budget-guidance>



# Subrecipient, Contractor, Consultant: How to Tell Them Apart

## SUBRECIPIENT

### Subaward

(N) the agreement to an eligible subrecipient made under a grant or cooperative agreement to carry out a research project.

### Indicative characteristics

- Performance is measured against its portion of the scope of work of the prime grant award
- Has responsibility for programmatic decision making;
- Uses the funds to carry out a program within the organization as compared to providing goods or services for a program;
- Is responsible for adhering to applicable program compliance requirements (i.e., Uniformed Guidance, agency regulations, etc.); and
- Subrecipient's PI may be a co-author on publications or may seek patent protection for inventions.

## CONTRACTOR

### Contractor

(N) a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a research program

### Indicative characteristics

- Provides the goods or services within normal business operations;
- Provides similar goods or services to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are ancillary to the operation of the research project; and
- Are not subject to monitoring or reporting requirements of the prime award.

## CONSULTANT

### Consultant

(N) Categorized as a vendor-type relationship. An individual or company retained to provide professional advice or services on a project for a fee.

### Indicative characteristics

- A company or an individual who is clearly a bona fide consultant (expert advisor) who pursues this line of business for him/herself.
- Are paid for their time at a daily or hourly fixed rate.
- A consultant is considered a "work for hire" thus all intellectual property and copyrightable information is assigned to the University.