



BUILDING A

Presented by: Erika Wright

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Quick Clarifications



- HSU-SPF is the fiscal sponsor for Humboldt State University
- Grant vs gift
- All grants and contracts are managed through our office regardless of IDC rate or funding amount

Start with the Budget



- Have an idea of what you want to do
- Start laying out your budget
- Reconsider what you are able to do with the funds available
- Work through your narrative
- Fine tune your budget
- Complete your budget justification
- Finish your narrative

Budget Justification (AKA - Budget Narrative)

- Be sure you are not simply repeating your budget
- This is the place to explain your costs and to show how you came up with those numbers
- Example:
 - ▣ Budget: Travel = \$795
 - ▣ Budget Justification: PI will travel to San Francisco for a conference. Conference fee is \$100. Hotel for 2 nights at \$150 per night is \$300. Per diem at \$55 per day is \$110. Mileage at \$0.57 per mile, 500 miles round trip is \$285. Total travel = \$795
- Be careful not to use your justification to further your narrative or scope – ie do not discuss your qualifications or general need

Use the same categories and make it match

Grant Amount: \$5,270

How will the funds be used: to pay for elementary school students to come to the University theater to attend a morning performance and lecture demonstration. Local schools will be responsible for buses and for supervising the children.

\$3000 for performance Fee

\$1,583 to pay for bussing elementary school students to the theater. Cost is between \$5.25 and \$6.50 per mile per bus. Each bus can take approximately 70 students.

Bus cost estimation

1. FORTUNA ELEMENTARY	2 buses@ (56 miles * \$5.25) = \$588.	140 Students
2. FERNDALE ELEMENTARY	2 buses @ (56 miles * \$6.50) = \$728.	140 Students
3. MORRIS ELEMENTARY	2 buses@ (14.5 miles * \$6.50) = \$189.	140 Students
4. SUNNYBRAE ELEMENTARY	3 buses @ (4 miles * \$6.50) = \$78.	175 Students
	TOTAL \$1583.	595 students

\$687 indirect cost rate at 15%

TRAVEL					
Domestic Travel In-state	for bussing elementary school kids	806001	\$ 1,583		\$ 1,583
Domestic Travel Out-of-state		806002			\$ -
International Travel		806830			\$ -
Travel Total			\$ 1,583	\$ -	\$ 1,583
PARTICIPANT SUPPORT COSTS					
Stipend (fellowships)		809888			\$ -
Student scholarships		809005			\$ -
Participant Support Total			\$ -	\$ -	\$ -
SUPPLIES					
Supplies		860003			\$ -
Supplies Total			\$ -	\$ -	\$ -
OTHER EXPENSES					
Hospitality (Food, Room Rental)		860805			\$ -
Communications (Phone/Internet)		804090			\$ -
Contractual Services	Dance troupe fee	813001	\$ 3,000		\$ 3,000
Honorariums		813840			\$ -
Duplication/printing		860002			\$ -
Other Expenses Total			\$ 3,000	\$ -	\$ 3,000
SUB-CONTRACTOR					
Sub-contract (first 25K, in/ours IDC)		813810			\$ -
Sub-contract (no IDC)		813820			\$ -
Sub-Contractor Total			\$ -	\$ -	\$ -
EQUIPMENT					
Equipment > \$ 5,000.00		819001			\$ -
Equipment < \$ 5,000.00		819810			\$ -
Equipment Total			\$ -	\$ -	\$ -
TOTAL DIRECT COST \$			\$ 4,583	\$ -	\$ 4,583
INDIRECT COST \$	15%	862984	\$ 687	\$ -	\$ 687
TOTAL COST \$			\$ 5,270	\$ -	\$ 5,270
MTDC			\$ 4,583	\$ -	\$ 4,583

*Modified Total Direct Costs (MTDC) consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment (hardware which exceeds the unit cost of \$5,000) capital expenditures, charges for patient care tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

Budget Categories

- Personnel Costs
 - Salaries Reimbursed – for buyout / release time
 - Salaries Benefited – for full time employees hired to the grant
 - Salaries Non-Benefited –overload, faculty/student summer salary
 - Students – Academic Year
- Fringe and Benefits
 - HSU-SPF uses actual rates. Fringe refers to actual tax rates
- Travel
- Participant Support
- Supplies
- Other
- Sub-Contracts
- Equipment
- Indirect Costs



Indirect Costs (IDC)



- ❑ Indirect costs (sometimes also referred to as F&A) reimburse the university and auxiliary for expenses incurred in supporting projects funded by grants or contracts from outside agencies.
- ❑ Examples:
 - ❑ Departmental administrative costs
 - ❑ Use of university services such as library, labs, classroom facilities
 - ❑ Insurance
 - ❑ Compliance and Regulatory monitoring
 - ❑ Personnel and payroll administration
 - ❑ Accounting services
 - ❑ Legal Services

IDC continued



- HSU-SPF will honor the published allowable IDC rate set by the funder – even if IDC is not allowed
- HSU-SPF's federally negotiated IDC rate is 45%
- As of January 1, 2016 a Memorandum of Understanding went in place setting an IDC rate of 25% between all state agencies and the CSU and UC systems
- It is important to verify the IDC rate before working on your budget
- IDC is not charged on participant support costs and is only charged on the first \$25,000 of a subcontract
- Your Pre-Award Specialist can not negotiate a lower rate for you

Cash Match and In-Kind



- ❑ Not allowed for most federal grants
- ❑ Serves as a binding financial commitment
- ❑ Requires commitment letters for routing
- ❑ Requires additional reporting
- ❑ Do not include unless required or if additional points are given
- ❑ You can still mention things that are necessary and available but avoid numbers or quantifiable information