Proposal Budget Development

Office of Sponsored Programs

October 23, 2014
Agenda

• Introduction to OSP
• Proposal Submission Process
• Proposal Considerations
• Proposal Budget Basics
• Key Takeaways
• Questions
Proposal Submission Process

- Contact OSP early in the process by submitting an online request for assignment at:
  [https://ospproposal.gmu.edu/Default.aspx](https://ospproposal.gmu.edu/Default.aspx)
- Recommend a 4 week lead time
- Notify Your Chair/Associate Dean for Research of your intent to submit a proposal
- Submit Conflict of Interest Form at:
  [https://coi.gmu.edu/](https://coi.gmu.edu/)
- Mason Pre-Submission Deadline
  - 4 Business Days Prior to Sponsor Deadline
Proposal Considerations

- Identify Funding Opportunity
- Sponsor Limitations or Restrictions
  - Solicitation or Policy Guides
  - Limited Submissions
- Negotiated Rates
- Award Types (Gift, Grant, Cooperative Agreement, Contracts)
Proposal Budget Basics

• PI’s Best Estimate
• Define Project Requirements
  • Period of Performance
  • Resources
  • Reasonable Costs to Complete
• Budget Narrative
  • Basis for Costs
Allowable Costs

• OMB Circular A-21
  • Basis for charging costs to projects:
    1. Reasonable?
    2. Allocable?
    3. Consistent Treatment?
    4. Allowable?

• Administrative or Clerical Costs
• General Purpose Office Supplies
Direct Costs

- Personnel
  - Faculty
    - FTE
    - Course Buy Out
  - Graduate Students
    - [http://provost.gmu.edu/graduate-student-appointments/](http://provost.gmu.edu/graduate-student-appointments/)
    - GRA Health Insurance
      [http://provost.gmu.edu/support/sghi/index.html](http://provost.gmu.edu/support/sghi/index.html)
    - Tuition
      [http://studentaccounts.gmu.edu/tuition.html](http://studentaccounts.gmu.edu/tuition.html)
Direct Costs

- **Equipment**
  - Free-standing
  - Useful life expectancy of one year or more
  - Value $\geq$ $5K$

- **Supplies and Materials**
  - Chemicals, Glassware
  - Animal Purchases
  - Computer Software
  - Equipment valued < $5K
Direct Costs

- Participant Support Costs
  - Reimbursement for participating in training
    - Per diem
    - Travel costs
    - Registration fees
    - Participant Allowance
- Non-Mason employees
- Payments to Subjects
- Food & Beverage
Direct Costs

• Subcontracts/Subawards
  • Responsible for portion of SOW
  • Decision-Making Responsibility

• Consultants

• Vendor/Purchase of Services
  • Provides goods or services within normal business operations

• Travel
Indirect Costs (F&A)

• What are Indirect Costs?
  • Federally Negotiated Rates
  • Sponsor Restricted Rate

• Indirect Rate Types
  • Organized Research
  • Instruction
  • Other Sponsored Activities
  • On-Campus vs. Off-Campus

• Indirect Cost Base (MTDC or TDC)
## Indirect Costs – FY15

<table>
<thead>
<tr>
<th>Indirect Rate Type</th>
<th>On-Campus</th>
<th>Off-Campus Adjacent</th>
<th>Off-Campus Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized Research</td>
<td>49.9%</td>
<td>27.3%</td>
<td>26.0%</td>
</tr>
<tr>
<td>Instruction</td>
<td>56.0%</td>
<td>38.4%</td>
<td>26.0%</td>
</tr>
<tr>
<td>Other Sponsored Activities</td>
<td>38.7%</td>
<td>27.1%</td>
<td>26.0%</td>
</tr>
<tr>
<td>DOD Contracts</td>
<td>52.4%</td>
<td>29.8%</td>
<td>28.5%</td>
</tr>
<tr>
<td>IPA Agreements</td>
<td>7.6%</td>
<td>7.6%</td>
<td>7.6%</td>
</tr>
</tbody>
</table>

*Rates listed are effective 7/1/14 – 6/30/15*
## Indirect Costs – FY16

<table>
<thead>
<tr>
<th>Indirect Rate Type</th>
<th>On-Campus</th>
<th>Off-Campus Adjacent</th>
<th>Off-Campus Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized Research</td>
<td>52.0%</td>
<td>27.4%</td>
<td>26.0%</td>
</tr>
<tr>
<td>Instruction</td>
<td>57.2%</td>
<td>39.6%</td>
<td>26.0%</td>
</tr>
<tr>
<td>Other Sponsored Activities</td>
<td>38.7%</td>
<td>27.3%</td>
<td>26.0%</td>
</tr>
<tr>
<td>DOD Contracts</td>
<td>54.3%</td>
<td>29.7%</td>
<td>28.3%</td>
</tr>
<tr>
<td>IPA Agreements</td>
<td>7.6%</td>
<td>7.6%</td>
<td>7.6%</td>
</tr>
</tbody>
</table>

*Rates listed are effective 7/1/15 – 6/30/16*
Indirect Distribution

For a contract that generates $10,000 in indirect return, a typical distribution is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Department/Agency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.0%</td>
<td>Central Administration</td>
<td>$3,000</td>
</tr>
<tr>
<td>35.0%</td>
<td>Provost</td>
<td>$3,500</td>
</tr>
<tr>
<td>17.5%</td>
<td>School/College/Institute</td>
<td>$1,750</td>
</tr>
<tr>
<td>7.0%</td>
<td>Department/Center</td>
<td>$700</td>
</tr>
<tr>
<td>10.5%</td>
<td>PI</td>
<td>$1,050</td>
</tr>
</tbody>
</table>

This is a sample, the distribution % may differ. OSP will enter the distribution as entered and approved on the proposal routing form.
## Fringe Benefits

<table>
<thead>
<tr>
<th>Personnel Category</th>
<th>FY 2013 Fringe Benefit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional, Research and Administrative Faculty</td>
<td>34.18%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>42.67%</td>
</tr>
<tr>
<td>Adjuncts, Summer Faculty, and Wages</td>
<td>7.54%</td>
</tr>
<tr>
<td>GTAs and GRAs</td>
<td>0%</td>
</tr>
<tr>
<td>Student Wages</td>
<td>5.49%</td>
</tr>
</tbody>
</table>
Key Takeaways

• Budget should reasonably reflect costs to do the work
• Ask Questions!
  • Program Officer
  • Chair, Associate Dean for Research
  • OSP
Pre-Award Contact Information

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