Walking the NSF Budgeting Walk: NSF ATE Proposal Budget and Budget Justification

Live Webinar
March 12, 2020
Welcome and Introductions

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Agenda

Overview of Budgeting for NSF ATE proposals

NSF Budget Form

Budget Justification Form

Final Q & A

Evaluation
Mentor-Connect Objectives

- Help in developing fundable proposals for those who are
  * new to ATE
  * seeking a second ATE Project grant
  * re-working a 1st or 2nd ATE proposal that was not funded
- Diversify the ATE community of grantees
  - Demographically
  - Geographically
- Strengthen technician education to meet workforce needs
- Develop STEM faculty leadership in technician education
Webinar Objectives

- Learn what information to enter into each budget category of the NSF budget form
- Learn to prepare a budget justification
- Recognize the mutual dependence between the budget and project description
- Be alerted to common errors that can be avoided
- Get answers to questions on budget development and budget forms
Budget and Budget Justification

✓ Budget Form
  • automated
  • specified expense categories

✓ Budget Justification
  • tells why $ are requested
  • ties money requested to project activities and personnel.
Question Time!

Have you had experience completing an NSF budget via Fastlane?
Budget Form Access…

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with Proposal & Award Policies & Procedures Guide (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, FastLane will not accept the full proposal.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

Forms for Temp. Proposal #7724073

Form Preparation

To prepare a form, click on the appropriate button below.

<table>
<thead>
<tr>
<th>Form</th>
<th>Saved</th>
<th>Form</th>
<th>Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>10/04/16</td>
<td>Project Summary</td>
<td>10/04/16</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>N/A</td>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>References Cited</td>
<td>10/04/16</td>
<td>Biographical Sketches</td>
<td>10/04/16</td>
</tr>
<tr>
<td>Budgets (Including Justification)</td>
<td></td>
<td>Current and Pending Support</td>
<td></td>
</tr>
<tr>
<td>Facilities, Equipment, and Other Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supplementary Documents

- Data Management Plan
- Mentoring Plan
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Emails
- Other Supplementary Docs
Begin building budget year by year

<table>
<thead>
<tr>
<th>Organization</th>
<th>Year</th>
<th>Project Budget</th>
<th>Amount</th>
<th>Delete</th>
<th>Last Mod. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florence-Darlington Technical College</td>
<td>1</td>
<td>Funds - Personnel</td>
<td>$0</td>
<td></td>
<td>Oct-04-2016 08:57:41</td>
</tr>
</tbody>
</table>

Add Another Organization

Delete Checked Year(s)

Go Back

SpreadSheet Support
## Budget Year 1 for Florence-Darlington Technical College

### A. Senior Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Calendar Months</th>
<th>Academic Months</th>
<th>Summer Months</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine L. Craft</td>
<td>Principal Investigator</td>
<td>0.0</td>
<td>2.0</td>
<td>1.0</td>
<td>20000</td>
</tr>
<tr>
<td>Patressa Gardner</td>
<td>Co-PI</td>
<td>4.0</td>
<td>0.0</td>
<td>0.0</td>
<td>15000</td>
</tr>
<tr>
<td>Joshua B. Phiri</td>
<td>Co-PI</td>
<td>0.0</td>
<td>0.0</td>
<td>2.0</td>
<td>11000</td>
</tr>
<tr>
<td><strong>Total Senior Personnel: 3</strong></td>
<td></td>
<td><strong>4.0</strong></td>
<td><strong>2.0</strong></td>
<td><strong>3.0</strong></td>
<td><strong>$ 46000</strong></td>
</tr>
</tbody>
</table>

Add/Remove Senior Personnel

Calculate does NOT save!
CALCULATE & SAVE

The only place to SAVE budget work!
NSF Budget Form:

- You calculate costs for:
  A. Senior Personnel
  B. Other Personnel
  C. Fringe Benefits
  D. Equipment
  E. Travel
  F. Participant Support
  G. Other Direct Costs
  H. Total Direct Costs
  I. Indirect Costs

- The system calculates:
  J. Total direct & indirect costs
  I. Amount of This Request
# A. Senior Personnel

## Budget Year 1 for Florence-Darlington Technical College

<table>
<thead>
<tr>
<th>Name</th>
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<th>Summer Months</th>
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</tr>
</thead>
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<td>Joshua B. Phiri</td>
<td>Co-PI</td>
<td>0.0</td>
<td>0.0</td>
<td>2.0</td>
<td>11000</td>
</tr>
<tr>
<td><strong>Total Senior Personnel:</strong></td>
<td><strong>3</strong></td>
<td><strong>4.0</strong></td>
<td><strong>2.0</strong></td>
<td><strong>3.0</strong></td>
<td><strong>$46000</strong></td>
</tr>
</tbody>
</table>

Add/Remove Senior Personnel

Calculate
Example #1

Faculty with $54,000, 9-month academic year contract and separate contract for summer work

<table>
<thead>
<tr>
<th>NSF-Funded Person-Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAL</td>
</tr>
<tr>
<td>1.8</td>
</tr>
</tbody>
</table>

How to budget for 1 day/wk. + 2 months summer work?

- 1 day per 5-day week (or 1 course release where normal teaching load is 5 courses) = 1/5 or 20% of the person’s time = 20% of 9 months or 1.8 months, academic calendar (ACAD). $0.20 \times 54,000 = $10,800
- 2 months full-time work on grant in summer = 2.0 months, summer (SUMR). \( \frac{54,000}{9} = \$6000/\text{month} \times 2 = \$12,000 \)
- Total annual budget request = $22,800
Example #2

Staff with $40,000, 12-month annual contract

<table>
<thead>
<tr>
<th>NSF-Funded Person-Months</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAL</td>
<td>ACAD</td>
<td>SUMR</td>
</tr>
<tr>
<td>2.4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How to budget for 1 day/wk. year-round?

- 1 day per 5-day week = 1/5 or 20% of the person’s time = 20% of 12 months or 2.4 months, calendar year (CAL).
  
  \[
  0.20 \times 40,000 = 8,000
  \]

- Total annual budget request = $8,000
Question

You want to request 20% of a faculty member’s salary for a 1-course reduction for 2 semesters.

How will you enter the NSF supported months in the budget?

a. 0.2 academic months
b. 1.8 academic months
c. 1.8 calendar months
d. 9 academic months
e. 1.8 academic and 1.8 calendar months
## B. Other Personnel

<table>
<thead>
<tr>
<th>Number of Personnel</th>
<th>Type of Personnel</th>
<th>Calendar Months</th>
<th>Academic Months</th>
<th>Summer Months</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Post Doctoral Scholars</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Other Professionals (Technicians, etc.)</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Graduate Students</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Undergraduate Students</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Secretarial - clerical</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Other</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Other Personnel:** 0  

**Total Salaries and Wages** $(A + B)$: $0
Post-Docs and Other Professionals: adjunct faculty, technicians, programmers, etc.
- Show person-months on budget form

Graduate & Undergraduate Students:
- Generally hourly rates
- Max 20 hrs/week during academic year, 40 hrs/week in summer
- Show only annual total salary in budget

Secretarial/Clerical Staff:
- Annual or hourly base (full or part-time)
- Show only total annual salary in budget
C. Fringe Benefits

Total Salaries, Wages and Fringe Benefits (A + B + C): $0

Description

Fringe Benefits (If charged as direct costs)

Funds Requested By Proposer

0

Calculate
Personnel who can receive fringe benefits

- Senior Personnel (PIs and Co-PIs)
- Other Professionals (adjunct faculty, technicians, programmers, etc.)
- Secretarial/Clerical Staff
- Undergraduates (summer months only)
- Casual/Temporary Employees
- NOT graduate students
QUESTIONS
D. Equipment

List items and dollar amount for each item exceeding $5000.

<table>
<thead>
<tr>
<th>Equipment Item</th>
<th>Check here to delete Item</th>
<th>Dollar Amount</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Equipment: $0

A. Senior Personnel  B. Other Personnel  C. Fringe Benefits  D. Equipment  E. Travel  F. Participant Support Costs  
G. Other Direct Costs  H. Total Direct Costs  I. Indirect Costs  J. Total Direct and Indirect Costs  K. Residual Funds  L. Amount of This Request
D. Equipment

Funds can’t be used to support:

- Laboratory upgrades
- Routine teaching activities
- General teaching aides such as film projectors or whiteboards
- General utility items such as office equipment or office furniture

ALL EQUIPMENT COSTS MUST BE FULLY DETAILED AND JUSTIFIED
E. Travel

For your college personnel only!

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)</td>
<td>0</td>
</tr>
<tr>
<td>2. Travel Foreign</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Travel: $0
Include college project personnel travel necessary to:
- accomplish project objectives
- disseminate project results

Seek economical travel options

Follow institutional guidelines for mileage & per diem

Foreign travel on U.S. carriers

No entertainment expenses or alcohol

ATE Conference expenses
ATE Conference Costs

ATE Conference Dates October 20-22, 2021

Required to budget to support ATE Conference participation for up to 2 participants

Each grant receives 2 complimentary registrations & 2 hotels rooms for 2 nights

Conference hotel rate for 2021: $268 per night

Pre-conference registration: $50/person
Budget to attend Getting Started Workshop

Budget for travel to/from conference, any additional nights, meals not offered by event
   Conference offers: Wednesday, dinner reception
   Thursday and Friday, breakfast & lunch

Additional paid registrants: $400/person
   Need to justify use of grant funds for more than 2 people or use institutional funds to bring additional team members

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>AACC Pays</th>
<th>Project/Center Pays</th>
<th>Max Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Center</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>&gt;2 Awards</td>
<td>5</td>
<td>10</td>
<td>15</td>
</tr>
</tbody>
</table>
Participant Support Costs

Defining participants and participant support

- Participants or trainees at conferences, meetings, or training activities
- Stipends, travel and subsistence, other related costs
- Not for support of project employees
### F. Participant Support Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Costs</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stipends</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2. Travel</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3. Subsistence</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4. Other</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Participants</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Participant Support Costs:** $0
Budget Considerations

• Specify number of participants to be engaged or served by project

• $ can not be transferred in or out of this budget category without NSF approval

• $ can not be shifted within this budget category without NSF approval
Participant Support Costs: Helpful Hints

- Used primarily for people not at your institution
- Must add value to the project
- Includes stipends for HS teachers and students
- Can include stipends for college faculty but travel $ may be more important
- Food, if associated with a program (no alcohol)
- Must include estimated number of participants
- After funding, “sacred” category
QUESTIONS
## G. Other Direct Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td>0</td>
</tr>
<tr>
<td>2. Publication Costs/Documentation/distrib</td>
<td>0</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>0</td>
</tr>
<tr>
<td>4. Computer (ADPE) Services</td>
<td>0</td>
</tr>
<tr>
<td>5. Subcontracts</td>
<td>0</td>
</tr>
<tr>
<td>6. Other</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Other Direct Costs:** $0
Materials and Supplies

- Includes items, including equipment, $5,000 or less
- Excludes equipment costing over $5,000

Publication, Documentation, Dissemination

- Costs of documenting, preparing, presenting, and publishing findings and products of work
Consultant Services

- Fee-for-service tasks that are performed by an external contractor
- An external evaluator is often budgeted as a consultant
Computer Services
• Allowable only if existing institutional policy is to bill computer services as direct costs

Subawards
• carried out by another organization under separate budget

“Other” Other Direct Costs
H. Total Direct Costs

Total Direct Costs (A THROUGH G): $0
I. Indirect Costs

A. Senior Personnel  B. Other Personnel  C. Fringe Benefits  D. Equipment  E. Travel  F. Participant Support Costs
G. Other Direct Costs  H. Total Direct Costs  I. Indirect Costs  J. Total Direct and Indirect Costs  K. Residual Funds  L. Amount of This Request

Total Indirect Costs: $0
Rate

- Negotiated with federal agency
- Handled by your institution’s business office
- Subject to change over time
- Or use a de minimus indirect cost rate recovery of 10% of modified total direct costs.

Base

- Determined when your rate is negotiated
- May be total salaries and wages, or
- May be all direct costs except participant support, equipment, and subawards
Budget items not eligible for indirect cost
• Participant Support
• Equipment
• Subawards (beyond first $25,000)

Total Direct Costs less ineligible costs =
Total Modified Direct Costs (TMDC)

Rate: enter 10 for 10% or 34.6 for 34.6%

Calculate once rate and base are entered
J. Total Direct and Indirect Costs

K. Small Business Fees – Not Applicable
<table>
<thead>
<tr>
<th>A. Senior Personnel</th>
<th>B. Other Personnel</th>
<th>C. Fringe Benefits</th>
<th>D. Equipment</th>
<th>E. Travel</th>
<th>F. Participant Support Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Other Direct Costs</td>
<td>H. Total Direct Costs</td>
<td>I. Indirect Costs</td>
<td>J. Total Direct and Indirect Costs</td>
<td>K. Residual Funds</td>
<td></td>
</tr>
</tbody>
</table>

L. Amount of this request

Amount of this Request: $0

Calculate and Save!
Completed Budget Form

- Fill out the forms for additional years.

- A cumulative budget for all years is generated *automatically* once you press the “calculate and save” button.

Finished!
QUESTIONS
Budget Justification

Length:

• Maximum 5 pages

Formatting options:

• No required format
• Organized to align with budget preferred
Focus on the details

Every $ should have a purpose tied to the project description

The project should be driven by a well-aligned budget
  • Not too much
  • Not too little

Devote time to budget development
  • Research costs vs. guessing
  • Be specific – don’t ask for money for “etc.” or unspecified expenses
Anticipate NSF and Reviewer Questions:

- How much?
- How calculated?
- For whom?
- What items?
- For what specific project activity/purpose?
- Explain cumulative amounts
Comprehensive Community College (CC Tech) is requesting $199,896 from the National Science Foundation over the course of a three year Small Grant for Institutions New to the ATE Program. CC Tech asks for $68,911 in one year; $67,305 in year two; and $63,680 in year three. Grant funds will be used in the following manner:

**Personnel** (year 1 = $29,846; year 2 = $31,015; year 3 = $27,390; total: $88,251)

**A. Senior Personnel**
- In each year of the grant, the PI, Peter Smith, will receive four-class reduction (two-classes in each Fall and Spring semester) in order to devote time towards implementing the grant project. Three Co-PIs will each receive a three-class (fall, spring, and summer semesters) reduction to work on the grant projects all three years of the project. Part-time faculty will be hired to make release time possible. (See Other Personnel) The focus of each Co-PI is listed below:
  - Sally Morgan - Recruitment of females
  - Maria D’Abo - Implementation of existing PBLs within the Networking, Information Security, and Computer Information Technologies program.

**B. Other Personnel**
- Part-time faculty will be paid with NSF funds to provide classroom instruction for the PI and Co-PIs. Each of the classes covered by part-time instructors is worth $1,904 each in the first year (a 2% increase has been included for years 2 and 3. (Year 1 = $24,752; year 2 = $25,095; year 3 = $25,444; total = $75,291)

Full-time instructors will attend the workshops during normally scheduled work time. However, adjunct instructors are a critical part of the faculty. Adjunct instructors will be given a stipend of $100 for each day of workshop that is attended. This is estimated at four two-day workshops (over the first two years of the grant) for 9 instructors (4 in year 1 and 5 in year 2). (Year 1 = $3,200; year 2 = $4,000; year 3 = $0; total = $7,200).

**C. Fringe Benefits**
- FICA benefits for part-time instructors equals 7.65%. (Year 1 = $1,894; year 2 = $1,920; year 3 = $1,946; total: $5,760).

**D. Equipment** (none)

**E. Travel** (Year 1 = $10,090; year 2 = $10,090; year 3 = $10,090; total: $30,270).
- In each of the three years of the grant, the PI will attend the ATE PI conference and HI-TEC or similar conferences. The Co-PIs involved in Problem-Based Learning will attend one conference per year (ATE, HI-TEC conference or similar conferences). The costs are estimated to include: $450 airfare; $50 baggage fees; $75 ground transportation/parking; $750 hotel (at $250 per night for a 3-day conference); $150 per Diem; $350 registration. The total cost per person per conference is $1,825. (Year 1 = $7,300; year 2 = $7,300; year 3 = $7,300; total: $21,900).
- The PI and one Co-PI will make two, two-day trips (each year of the grant project) to the SC ATE Center for assistance with grant project implementation. Travel funds will cover hotel accommodations ($150 x 1 night x 2 people = $300), per Diem ($75 x 2 days x 2 people = $300) and gas mileage ($180). Each trip will cost $780 x 2/year = $1,560. (Year 1 = $1,560; year 2 = $1,560; year 3 = $1,560; total: $4,680).
- SC ATE offered workshops on a regular basis. Funding for 2 people to attend the training per year has been included. Travel funds will cover hotel accommodations ($150 x 2 nights x 2 people = $600) per Diem ($75 x 3 days x 2 people = $450) and gas mileage ($180). Each trip will cost $1,230 x 1/year = $1,230. (Year 1 = $1,230; year 2 = $1,230; year 3 = $1,230; total: $3,690).

**F. Participant Support** (year 1 = $1,875; year 2 = $5,875; year 3 = $5,875; total: $13,625).
- **1. Stipends**
  - For the Innovative Education Expo, secondary school employees will be given a stipend of $100 per attendance. There will be an estimated 30 participants each summer (year 2 = $3,000; year 3 = $3,000; total: $6,000).

- **2. Travel**
  - Ambassador students will be encouraged to apply for a scholarship to attend the ATE conference. If awarded, the grant will pay for costs not covered by the scholarship (year 2 = $1,000; year 3 = $1,000; total: $2,000).

  - Fifteen female students per year will be engaged as Ambassadors with a stipend of $125 each. Ambassadors will assist with the female in technology group, career fairs and campus tours (year 1 = $1,875; year 2 = $1,875; year 3 = $575; total: $5,250).
G. Other Direct Costs

1. Materials and Supplies (Yr. 1 = $4,100; Yr. 2 = $4,325; Yr. 3 = $4,325; total $12,750)
   * Planned materials and supplies include a pop-up display to be used for conference and other presentations, promotional items, printing costs, postage, thumb drive, and banners. (Yr. 1 = $4,100; Yr. 2 = $575; Yr. 3 = $575; total = $5,250)
   * For the Innovation Education Expo to be held in Yrs. 2 and 3, participants from each of the 10 feeder high schools will attend an event on the CC Tech campus to learn about both the college and the opportunities for females in targeted technician STEM programs. Costs for supplies, marketing and refreshments are included. (Yr. 2 = $3,750; Yr. 3 = $3,750; total $7,500)

2. Publication Costs/Documentation/Dissemination (none)

3. Consultant Services
   * CC Tech will contract in year 1 only with a professional marketing person to develop materials for recruitment and dissemination for the project. (Yr. 1 = $4,500; total $4,500)
   * CC Tech will contract with a social media consultant in year 1 only to provide the Social Media Presence for the project using the marketing materials developed by the marketing consultant. (Yr. 1 = $1,500; total $1,500)
   * Dr. Collecta Data of Evaluation, Inc. will be contracted to provide external evaluation services for the project for $8,000/yr. Consultant time is estimated as follows: 9 professional days (72 hrs. at $95/hr.) for a total of $6,840/yr. for on-site work (focus groups, interviews, partner and/or advisory group meetings, and event observation/data collection), travel time, data collection/analysis/report writing (interim and annual reports), and electronic/phone communications. Consultant travel estimated as follows: 2 site visits/yr. to conduct evaluation activities with travel costs estimated as follows: 2 trips at $580/trip for total of $1,160/yr. (per trip costs: $280 mileage at Federal mileage reimbursement rate; $175 lodging, $100 meals, $22 parking, $34 miscellaneous travel expenses, e.g., toll, tips).

4. Computer Services (none)

5. Subawards (none)

6. Other (Yr. 1 = $23,000; Yr. 2 = $16,000; Yr. 3 = $16,000; total $55,000)
   * A workshop for faculty on promoting gender equity in the classroom will be held the first year. Gender experts Donna Morgan and Maria Garcia will develop the training at a cost $1,000 for the workshop. The PI will deliver the workshop. (Yr. 1 = $1,000)
   * The Center for Problem-based Learning (PBL) will conduct a multi-day faculty training workshop each year of the project. The workshop will focus on use of PBL in the classroom and adaptation of PBL throughout the teaching/learning experience over the course of the project. Fund will be used to pay fees for a team of contract trainers from The Center for Problem-based Learning to travel to CC Tech and lead three, two-day professional development workshops. (Yr. 1 = $8,000; Yr. 2 = $8,000; Yr. 3 = $8,000; total $24,000)
Common Budget Justification Mistakes

- Too short (or too long)
- Hard to follow (Hint: Use budget form categories)
- Time and rate not given for consultants
- Time for personnel not justified
- Not explaining overload pay for full-time faculty with reference to college policy
- Travel not fully justified
- Materials and supplies category used as a slush fund
- Part-time faculty included as consultants or participants
QUESTIONS
Upcoming Webinars/Tutorials

- **Evaluation Basics for Non-evaluators**
  
  Available as a Tutorial on the Mentor-Connect Website
  
  Webinar and Checklist
  
  [https://library.mentor-connect.org/g350/f12](https://library.mentor-connect.org/g350/f12)

- **Tips and Tricks: Step by Step NSF ATE Proposal Forms Preparation**
  
  Thursday, May 7, 2020
  01:00 - 02:00 PM ET
  
  [https://ate.adobeconnect.com/e4zzcl3975te/event/registration.html](https://ate.adobeconnect.com/e4zzcl3975te/event/registration.html)

Register for the webinar via

[http://www.mentor-connect.org/events.aspx](http://www.mentor-connect.org/events.aspx)
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