

# Preparing a Budget & Budget Justification for Your NSF ATE Proposal

Live Webinar  
March 1, 2018



# Welcome and Introductions



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# Agenda

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**Overview of Budgeting for NSF ATE proposals**

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**NSF Budget Form**

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**Budget Justification Form**

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**Final Q & A**

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**Evaluation**

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# Mentor-Connect Objectives

- ✓ Help those who have not received NSF \$ develop fundable proposals
- ✓ Diversify the ATE community of grantees
  - Demographically
  - Geographically
- ✓ Strengthen technician education to meet STEM workforce needs
- ✓ Develop STEM faculty leadership in technician education



# Webinar Objectives

- ✓ Learn about what information to enter into each budget category of the NSF budget form
- ✓ Learn how 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



Codependence

## ✓ Budget Justification

- tells why \$ are requested
- ties money requested to project activities and personnel.

# Question Time!

Have you had experience completing a NSF budget via Fastlane?



# Budget Form Access...

FORM: FastLane.A1FormSel

PAPPG99-PI-772407

### 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.

### NAVIGATION

- PROPOSALS
- PRINT
- FORMS
- BIO SKETCH
- BUDGET
- COLLABORATION
- COVER
- INSTITUTION
- ROUTING
- DESCRIPTION
- DATA MGMT PLAN
- MENTORING
- DEVIATION
- NNAE
- FACILITIES
- REFERENCE
- REVIEWERS
- SENIOR PER.
- SINGLE DOCS
- COLLAB AFFL
- SUMMARY
- SUPPORT
- SUPP. DOCS
- RAISE
- GOALI
- PI INFO
- LOGON



### Forms for Temp. Proposal #7724073

#### Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/04/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	10/04/16
<input type="button" value="GO"/> Budgets (Including Justification)	10/04/16	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			



#### Supplementary Documents

- Data Management Plan
- Mentoring Plan<sup>1</sup>
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Emails
- Other Supplementary Docs

# Let the Process Begin!

Organization	Year	Project Budget	Amount	Delete	Last Mod. Date
Florence-Darlington Technical College <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1	<a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Oct-04-2016 08:57:41

[Add Another Organization](#)

[SpreadSheet Support](#)

Delete Checked Year(s)

Go Back

## Budget Year 1 for Florence-Darlington Technical College

[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. Total Cost and Residual Funds](#)  
[Bottom of Page](#)

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Elaine L. Craft	Principal Investigat	0.0	2.0	1.0	20000
Patressa Gardner	Co-PI	4.0	0.0	0.0	15000
Joshua B. Phiri	Co-PI	0.0	0.0	2.0	11000
<b>Total Senior Personnel: 3</b>		<b>4.0</b>	<b>2.0</b>	<b>3.0</b>	<b>\$ 46000</b>

[Add/Remove Senior Personnel](#)

Calculate

*Calculate does NOT save!*

# Sample



# CALCULATE & SAVE

L. Amount of This Request

*Amount of this Request:*

Funds  
Requested By  
Proposer  
**\$ 0**

Calculate & Save

Go Back

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
- L. Amount of This Request

SUMMARY PROPOSAL BUDGET				FOR NSF USE ONLY			
ORGANIZATION				PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR				AWARD NO.		Proposed	
A. SENIOR PERSONNEL: P/PI/D, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)				NSF-Funded Person-months		Funds Requested By Proposer	
				CAL ACAD SUMR		Funds Granted by NSF (if Different)	
1.						\$	
2.						\$	
3.							
4.							
5.							
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)							
7. ( ) TOTAL SENIOR PERSONNEL (1-6)							
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. ( ) POSTDOCTORAL ASSOCIATES							
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)							
3. ( ) GRADUATE STUDENTS							
4. ( ) UNDERGRADUATE STUDENTS							
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							
6. ( ) OTHER							
TOTAL SALARIES AND WAGES (A + B)							
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
TOTAL EQUIPMENT							
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)							
2. FOREIGN							
F. PARTICIPANT SUPPORT							
1. STIPENDS \$							
2. TRAVEL							
3. SUBSISTENCE							
4. OTHER							
TOTAL NUMBER OF PARTICIPANTS ( )				TOTAL PARTICIPANT COSTS			
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES							
2. PUBLICATION/DOCUMENTATION/DISSEMINATION							
3. CONSULTANT SERVICES							
4. COMPUTER SERVICES							
5. SUBAWARDS							
6. OTHER							
TOTAL OTHER DIRECT COSTS							
H. TOTAL DIRECT COSTS (A THROUGH G)							
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)							
TOTAL INDIRECT COSTS (F&A)							
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)							
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.)							
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)						\$	
M. COST SHARING: PROPOSED LEVEL \$				AGREED LEVEL IF DIFFERENT: \$			
P/PI/D TYPED NAME AND SIGNATURE*				DATE		FOR NSF USE ONLY	
ORG. REP. TYPED NAME & SIGNATURE*				DATE		INDIRECT COST RATE VERIFICATION	
						Date Checked Date of Rate Sheet Initials-ORG	
NSF Form 1030 (10/99) Supersedes All Previous Editions						*SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.C)	

# A. Senior Personnel

## Budget Year 1 for Florence-Darlington Technical College

[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. Total Cost and Residual Funds](#)  
[Bottom of Page](#)

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Elaine L. Craft	Principal Investigat	<input type="text" value="0.0"/>	<input type="text" value="2.0"/>	<input type="text" value="1.0"/>	<input type="text" value="20000"/>
Patressa Gardner	Co-PI	<input type="text" value="4.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="15000"/>
Joshua B. Phiri	Co-PI	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="2.0"/>	<input type="text" value="11000"/>
<b>Total Senior Personnel: 3</b>		<b>4.0</b>	<b>2.0</b>	<b>3.0</b>	<b>\$ 46000</b>

[Add/Remove Senior Personnel](#)



Calculate



# Example #1

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

NSF-Funded Person-Months		
CAL	ACAD	SUMR
	1.8	2.0

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).  $\$54,000/9 = \$6000/\text{month} \times 2 = \$12,000$
- Total annual budget request = \$22,800

# Example #2

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

NSF-Funded Person-Months		
CAL	ACAD	SUMR
2.4		

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

NSF-Funded Person-Months		
CAL	ACAD	SUMR



# Mistakes to Avoid

Mistakes include entering:

- Percent of time instead of months
- Total months working on the project vs. portion
- Both academic and calendar months for person
- Only PIs and not including other senior personnel at the college
- Faculty not at your college
- Name with no dollar amount in budget
- PI with no time in budget

# B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
<input type="text" value="0"/>	Post Doctoral Scholars	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Other Professionals (Technicians, etc.)	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Graduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Undergraduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Secretarial - clerical				<input type="text" value="0"/>
<input type="text" value="0"/>	Other				<input type="text" value="0"/>
<b>Total Other Personnel: 0</b>					<b>\$ 0</b>
<b>Total Salaries and Wages (A + B):</b>					<b>\$ 0</b>
<input type="button" value="Calculate"/>					

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

Description	Funds Requested By Proposer
Fringe Benefits ( If charged as direct costs )	<input type="text" value="0"/>
<b>Total Salaries, Wages and Fringe Benefits (A + B + C):</b>	<b>\$ 0</b>

## 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

## D. Equipment

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

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<b>Total Equipment:</b>			<b>\$ 0</b>

Calculate

# E. Travel

## E. Travel

### Description

### Funds Requested By Proposer

1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)

0

2. Travel Foreign

0

**Total Travel:** \$ 0

Calculate

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

- Include only project staff 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

Required to budget for ATE Conference participation

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

Additional paid registrants: \$350/person

Pre-conference registration: \$50/person

Conference hotel rate for 2019: \$263 per night

Grant Type	AACC Pays	Project/Center Pays	Max Allowed
Project	2	3	5
Center	2	5	7
>2 Awards	5	10	15

# 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

**F. Participant Support Costs**

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	
2. Travel	<input type="text" value="0"/>	
3. Subsistence	<input type="text" value="0"/>	
4. Other	<input type="text" value="0"/>	

Number of Participants

**Total Participant Support Costs: \$ 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



## 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

[Top of Page](#) | [Bottom of Page](#)

## G. Other Direct Costs

Description

Funds  
Requested By  
Proposer

- 1. Materials and Supplies
- 2. Publication Costs/Documentation/distrib
- 3. Consultant Services
- 4. Computer (ADPE) Services
- 5. Subcontracts
- 6. Other

**Total Other Direct Costs: \$ 0**

Calculate

## 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

[Top of Page](#) | [Bottom of Page](#)

## H. Total Direct Costs

	Funds Requested By Proposer
<b>Total Direct Costs (A THROUGH G):</b>	<b>\$ 0</b>

Calculate

# I. Indirect Costs

[Top of Page](#) | [Bottom of Page](#)

**I. Indirect Costs**

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

**Total Indirect Costs: \$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



## 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

[Top of Page](#) | [Bottom of Page](#)

**J. Total Direct And Indirect Costs**

<i>Total Direct and Indirect Costs (H + I):</i>	<b>Funds Requested By Proposer</b> <b>\$ 0</b>
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# K. Small Business Fees – Not Applicable

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. Small Business Fees** L. Amount of This Request



# L. Amount of this request

L. Amount of This Request

*Amount of this Request:* Funds Requested By Proposer  
\$ 0

Calculate & Save

Go Back

**Calculate and Save!**

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**

# 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!**

SUMMARY PROPOSAL BUDGET				Cumulative	
ORGANIZATION Clark State Community College		PROPOSAL NO.		FOR NSF USE ONLY	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR		AWARD NO.		DURATION (months)	
				Proposed	Granted
A. SENIOR PERSONNEL: P/PI/D, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A7. show number in brackets)		NSF Funded Resubmissions		Funds Requested By Proposer	Funds granted by NSF (if different)
		CAL	ACAD	SUMR	
		0.00	6.00	0.00	13,005
		24.00	0.00	0.00	34,000
3.					
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)		0.00	0.00	0.00	0
7. ( 2 ) TOTAL SENIOR PERSONNEL (1 - 6)		24.00	6.00	0.00	47,005
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( 0 ) POST DOCTORAL SCHOLARS		0.00	0.00	0.00	0
2. ( 0 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		0.00	0.00	0.00	0
3. ( 0 ) GRADUATE STUDENTS					0
4. ( 0 ) UNDERGRADUATE STUDENTS					0
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					0
6. ( 0 ) OTHER					0
TOTAL SALARIES AND WAGES (A+ B)					47,005
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					3,642
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+ B + C)					50,647
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL EQUIPMENT					0
E. TRAVEL		1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		4,340	
		2. FOREIGN		0	
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$ _____		44,000			
2. TRAVEL _____		9,750			
3. SUBSISTENCE _____		7,000			
4. OTHER _____		6,000			
TOTAL NUMBER OF PARTICIPANTS ( 60 )		TOTAL PARTICIPANT COSTS		66,750	
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES				3,350	
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				2,500	
3. CONSULTANT SERVICES				2,600	
4. COMPUTER SERVICES				0	
5. SUBAWARDS				0	
6. OTHER				7,813	
TOTAL OTHER DIRECT COSTS				16,263	
H. TOTAL DIRECT COSTS (A THROUGH G)				138,000	
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)				12,000	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)				150,000	
K. RESIDUAL FUNDS				0	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				150,000	
M. COST SHARING PROPOSED LEVEL \$ _____		0		AGREED LEVEL IF DIFFERENT \$ _____	
PI/PD NAME				FOR NSF USE ONLY	
ORG. REP. NAME				INDIRECT COST RATE VERIFICATION	
		Date Checked	Date Of Rate Sheet	Initial - ORO	

# QUESTIONS



# Budget Justification

## Length:

- Maximum 5 pages

## Formatting options:

- Narrative
- Spreadsheet

# 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



# Budget Justification Sample – Narrative

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'Ablo – Implementation of existing PBLs within the Networking, Information Security, and Computer Information Technologies program.

Frank Cheung – Implementation of existing PBL's in the Civil Engineering Technology, Computer Engineering Technology, Electronics Engineering Technology, Mechanical Engineering Technology, Surveying Technology, and Sustainability Technology.

## 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=\$10,909; 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).

# Sample Cont.

## G. Other Direct Costs

- 1. Materials and Supplies (year 1=\$4,100; year 2=\$4,325; year 3=\$4,325; total: \$12,750).**
  - Necessary materials and supplies include a display board to be used for conference and other presentations, promotional items, printing costs, postage, thumb drives, and banners. (Year 1=\$4,100; year 2=\$575; year 3=\$575; total: \$5,250).
  - For the Innovation Education Expo held in years 2 and 3 of the grant participants from each of the 10 feeder high schools to the CC Tech campus to learn about both the campus and the opportunities for Females in the STEM-related programs covered falling within the scope of the grant. Cost for supplies, marketing and refreshments (year 2=\$3,750; year 3=\$3,750; total: \$7,500).
- 2. Publication Costs/Documentation/Dissemination (none)**
- 3. Consultant Services**
  - CC Tech will contract with a professional marketing person to develop materials for recruitment dissemination year 1: \$4,500; total: \$4,500).
  - CC Tech will construct with a social media consultant to provide the Social Media Presence using the marketing materials developed by the marketing consultant year 1: \$1,500; total: \$1,500).
  - The external evaluator SCATE Inc. will provide external evaluation services for \$8,000/year with cost estimate/year as follows: 9 days professional services time/year at \$600/day, \$5400 (on-site work, travel time, data collections/analysis, report writing, electronic/phone communications); 2 site visits/yr. to conduct evaluation activities at \$544/trip, \$1,088 (\$280 mileage, \$130 lodging, \$100 meals, \$34 misc. travel expenses); SCATE Inc. management fee (28% of salaries & fringe), \$1,512. (Year 1=\$8,000; year 2=\$8,000; year 3=\$8,000; total: \$24,000).
- 4. Computer Services (none)**
- 5. Subawards (none)**
- 6. Other (year 1=\$23,000; year 2=\$16,000; year 3=\$16,000; total: \$55,000)**
  - Workshop for Faculty on promoting Gender Equity in the classroom will be held the first year. For the second and third year, Sally Morgan and Maria D'Ablo will develop the training. Cost of Speaker (Year 1: \$1,000; total: \$1,000)
  - SC ATE Center Trainers will present workshops (use of PBL's in the classroom, and adaptation of PBLs) throughout the course of the grant project. Funds will be used to pay contract fees for SC ATE trainers to lead three, two-day professional development workshops. (Year 1=\$8,000; year 2=\$8,000; year 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 clarifying overload pay for full-time faculty
- Materials and supplies category used as a slush fund
- Part-time faculty included as consultants or participants



# QUESTIONS

# Upcoming Webinars

- **Evaluation Basics for Non-evaluators**

Wednesday, March 14, 2018  
01:00 - 02:00 PM

- **Preparing Forms for your NSF ATE Proposal**

Thursday, May 10, 2018  
01:00 - 02:00 PM

Register for the webinars via  
*<http://www.mentor-connect.org/events.aspx>*

# Contact with Mentor-Connect



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