

SF424 Research & Related Online Budget Instructions

Section A. Senior/Key Person(s)

Enter total funds requested for each senior/key person who is an employee of the applying organization.

Budget Narrative: Identify each senior/key person, the number of calendar, academic or summer months he/she will devote to the project, the requested salary for the stated budget period and applicable fringe benefits, if any, for each senior/key person and the project role of each senior/key person.

Salaries of the project director(s) and other personnel associated directly with the project should constitute direct costs in proportion to their effort devoted to the project. Charges by academic institutions for work performed by faculty members during the summer months or other periods outside the base salary period are to be at a monthly rate not in excess of that which would be applicable under the base salary and other provisions of the applicable cost principles. All salaries requested must be consistent with the regular practices of the institution.



Award funds may not be used to augment the total salary or rate of salary of project personnel or to reimburse them for consulting or other time in addition to a regular full-time salary covering the same general period of employment.



If the grantee's usual accounting practices provide that its contributions to employee benefits (social security, retirement, etc.) be treated as direct costs, CSREES funds may be requested to fund fringe benefits as a direct cost.

Section B. Other Personnel

Enter total funds requested for other personnel who are employee(s) of the applying organization.

Budget Narrative: Identify the number of personnel proposed, the number of calendar, academic or summer months he/she will devote to the project, the requested salary for the stated budget period and applicable fringe benefits, if any, for other personnel and the project role of other personnel.

Total Salary, Wages and Fringe Benefits (A+B) – This total will auto-calculate

Budget Narrative: Enter the total salary, wages and fringe benefits (A+B)

Section C. Equipment

Enter total amount requested for equipment

Budget Narrative: Enter equipment description.

Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) and an expected service life of more than one year.

General purpose equipment may be allowed. Individual Centers may have restrictions on general purpose equipment; please contact your Regional Center for further information. General purpose equipment may be permitted, but is limited to equipment that directly helps accomplish educational activities.

Section D. Travel

Enter the total funds requested for domestic travel. (Domestic travel includes Canada, Mexico and U.S. Possessions.)

Budget narrative: Include purpose, destination, and number of individuals for each trip. Specify average cost of airfare or mileage to each destination, the expected daily meal costs and estimated length of trip (e.g., 3 days) multiplied by the estimated lodging rates for each day of travel. Use the GSA Domestic Per Diem Rate Schedule if you are unsure of the maximum rates allowable for specific locations. Travel and subsistence should be in accordance with organizational policy. Irrespective of the organizational policy, allowances for airfare will not normally exceed round trip jet economy air accommodations.

Foreign travel is not allowed for the purposes of this grant

Section E. Participant/Trainee Support Costs

Applicant should leave this section blank. If you are conducting a train-the-trainer project and/or your project has a train-the-trainer component, please consult with your regional center to determine how these costs should be listed.

Section F. Other Direct Costs

1. **Materials and Supplies** - List total funds requested for materials and supplies.

Budget narrative: Indicate general categories such as printing or curriculum materials etc. including an amount for each category. The types of expendable materials and supplies required should be indicated in general terms with estimated costs.

2. **Publication Costs** – Not Allowable

3. **Consultant Services** - List the total costs for all consultant services.

Budget narrative: Identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.



Applicants normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the activities supported by awards. If the need for consultant services is anticipated, the proposal budget narrative should provide a justification for the use of such services; include a statement of work to be performed from the consultant, and a resume or curriculum vita for each consultant. The proposal budget should indicate the amount of funds required for this purpose. The budget narrative should list the name(s) of the consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the award (e.g., number of days of service, rate of pay, travel, per diem, etc.).

4. **ADP/Computer Services** – Not Allowable

5. **Subawards/Consortiums/Contractual Costs:** - List total funds requested for all subcontractor organization(s) proposed for the project.

If a portion of your project will be performed by a subcontractor organization, the following documents must be provided (uploaded) as part of your online submission: a) Separate SF424 R&R Budget, b) Separate budget narrative, c) Statement of work from the subcontractor organization and d) Letter of Commitment from the subcontractor organization.

If you have other contractual costs proposed for the project, such as paying someone to conduct a survey or collect assessment information, etc., these costs will not require a separate budget but will require a breakdown in your budget narrative of the funds requested for each contractual activity.

Consortium costs would not apply for the purposes of this grant

6. *Equipment or Facility Rental/User Fees* - List total funds requested for Equipment or Facility Rental/User Fees.

Budget narrative: Identify each rental/user fee and justify.

7. *Alterations and Renovations* – Not Allowable

8. *Additional Direct Costs* – List total funds requested for “other” Direct Costs not requested above.

Budget Narrative: Describe, itemize and justify any "other" Direct Costs not requested above.

Section G. Direct Costs (A. thru F.)

Enter the amount of the Total Direct Costs (A-F)

Budget Narrative: Enter the amount of the Total Direct Costs (A-F).

Section H. Indirect Costs

Enter the total amount of Indirect Costs

Budget Narrative:

Indirect Cost Rate (%) - Indicate the most recent Indirect Cost rate(s) (also known as Facilities & Administrative Costs [F&A]) established with the cognizant Federal office, or in the case of for-profit organizations, the rate(s) established with the appropriate agency. If the applicant has a cognizant/oversight agency and is selected for an award, the applicant must submit a copy of their federally approved indirect rate agreement. Enter the total amount of indirect costs.

Section I. Direct and Indirect Costs (G + H.)

Enter the Total Direct and Indirect Costs (G. + H.) This total will auto-calculate.