

# Introduction to Budget Building for Proposal Development

Joshua Tyack – Research Administrator Sr.,  
Sponsored Project Administration

Rachel Cronin – Department Administrator,  
Center on Disability and Community  
Inclusion

Jeralyn Haraldsen – Director,  
Research Development



*The University of Vermont*

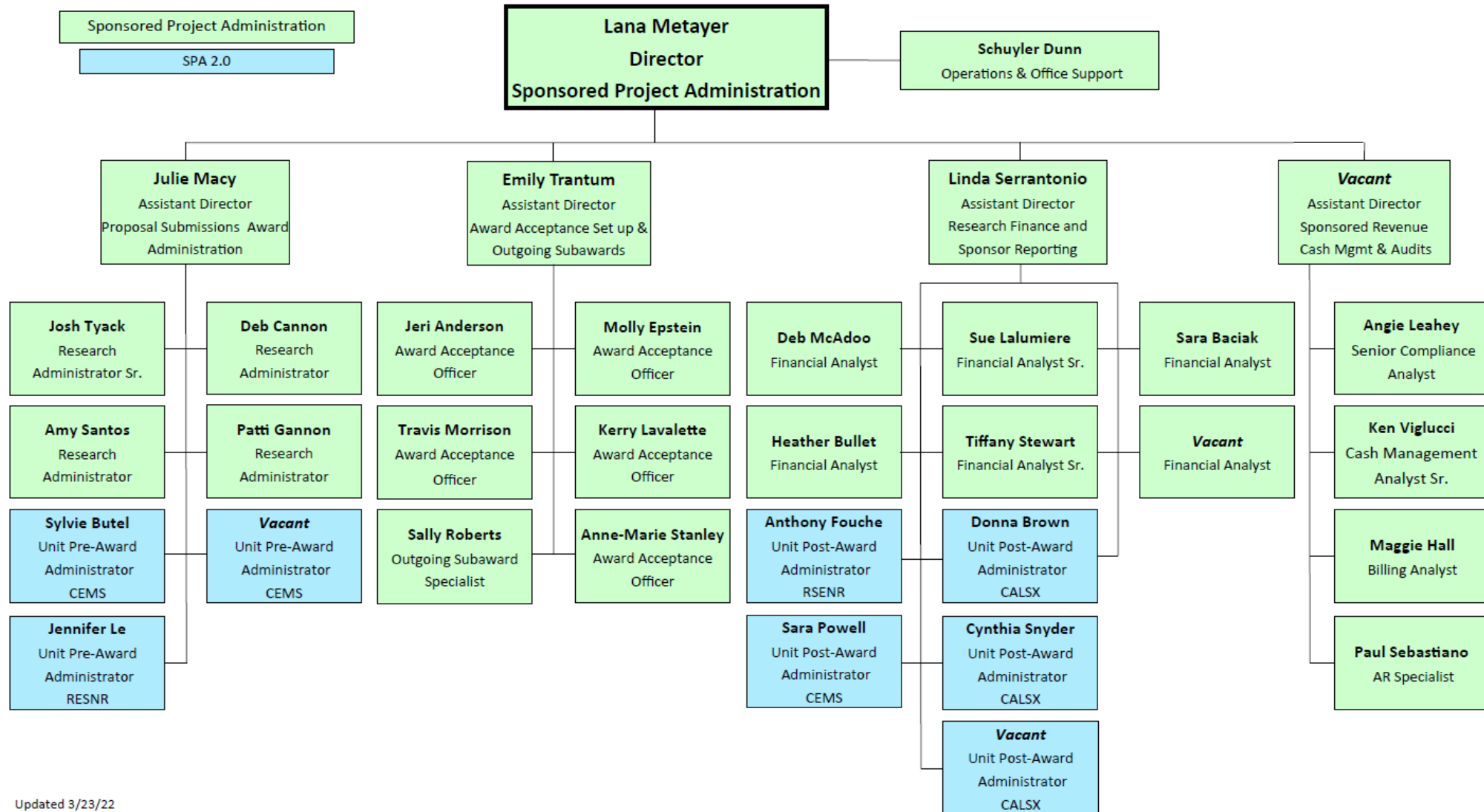


---

# UVM Research Community

- **300+** Active Principal Investigators (PIs)
- **100+** Departments with Sponsored Projects from **300+** Sponsors
- **\$140M+** annual volume of awards on **700+/-** award actions
- **300+** subawards issued annually
- Office of Vice President for Research
- Many supporting departments

# UVM Sponsored Project Administration Organization



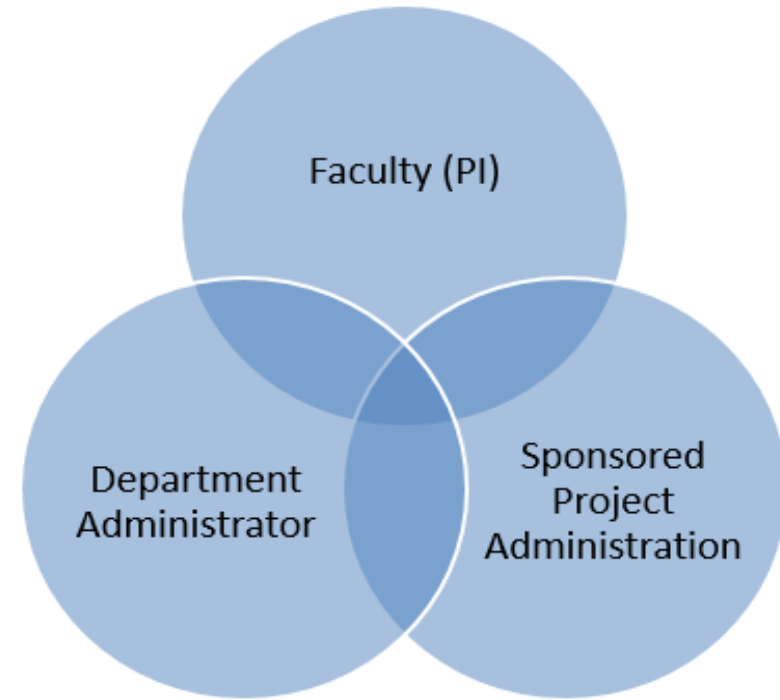
# Typical Sponsored Project Life Cycle





# Agenda

- Welcome and Introductions
- Budget Building Process
- Writing a Clear Budget Narrative
- Budget Compliance
- Resources and Questions



---

# Purpose of the Presentation

This session provides tools and tips for successful financial expression of your project. You will be provided with an overview of budget basics and planning, elements to include (or omit!) from your budget narrative, and customization of your budget documents to meet sponsor and university requirements.

## Overall Objectives:

- Learn the initial process of drafting a budget, what is needed and how to translate to budget values.
- How to write a clear and concise budget narrative.
- Learn the basics of reviewing the sponsor guidelines and university policy to ensure the budget documents are compliant at time of submission.

---

## What is CDCI?

- The Center on Disability and Community Inclusion (CDCI) is the University Center for Excellence in Developmental Disability (UCEDD)
- We provide direct services, research evaluation, teaching, and outreach to the community around best practices and advocate for individuals with disabilities and their families.
- Entirely soft dollar funded. The Center leveraged \$3.9 million in FY21 in Federal and State grant and contract funds.



---

## How does CDCI begin Budget Preparation?

- Principal Investigator (PI) sends request for proposal (RFP) from potential sponsor to Department Administrator.
- Department Administrator reviews RFP for red flags.
- PI and Department Administrator meet to review RFP and budget.





---

## Red Flag #1: The proposal deadline is too close

When is the proposal deadline?

- A good grant proposal cannot be written in a week. Ideally, the deadline will be 3 months away.
- This allows the PI the time to write a strong scope of work and proposal
- A grant proposal and budget narrative, once written, needs to be routed through UVMClick to receive approval by your dean's office, and be reviewed by SPA.
- CDCI tries to send SPA the award in UVMClick no later than a week before the deadline date.



---

## **Red Flag #2: If a large amount of cost share required**

Is cost share required to fund the proposal?

- Some sponsors will require that a percentage of the direct costs of a project are provided by the awarded institution (in this case, UVM and your department).
- Cost share generally cannot be provided through other sponsored awards.
- If a large cost share is required, it might not be realistic for us to go for that award.

# Cost Share Requirements from Example RFP

## ACL's Match Requirement:

Under many ACL programs, ACL will fund no more than 75 % of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost.

pg 35 of 48

must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

pg 42 of 48



## Red Flag #3: The indirect rate is capped

Is there a cap on indirect required by the sponsor?

- Indirect costs, also called Facility and Administrative (F&A) costs are the expenses you incur beyond the expenses of conducting the work of the awarded grant.
- These costs cannot be directly applied to the work of a sponsored project.
- As a result, UVM uses federally approved indirect rates that correspond to the type of work of the sponsored project.



## Federally Negotiated Indirect Rates at UVM

- Research On Campus: 56%
- Research Off Campus: 28%
- Public Service On Campus: 38%
- Public Service Off Campus: 26%
- Instruction On Campus: 63%
- Instruction Off Campus: 26%

\*\*In order to be considered “off-campus” rental fees must be paid to an organization outside UVM within the budget proposal



---

## Indirect rate caps, continued

- Sponsors can include language in the RFP that set a limit on indirect
- A cap on indirect by the sponsor doesn't necessarily mean you shouldn't go for the award.
- However, you should schedule a meeting as soon as possible with your Dean's office to discuss the feasibility of an award with a capped indirect rate.

---

## Indirect cap requirements from example RFP

applicant is accepting a lower rate than allowed. **This grant program meets the ACL definition for training grants. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants, renovation, and alteration under this program announcement.**

---

---

## **Red Flag # 4: Foreign Money**

- If you are applying for funds from a Foreign entity, reach out to your SPA RA immediately to discuss next steps.





# Developing the Budget

The budget should only include allowable expenses as per the RFP.

- Note that many RFPs include a maximum and/or minimum funding amount per budget year.
- The budget should be realistic, ie: the effort allocated to the project needs to meet policies around workload (A person allocated to the grant should not have more than 100% of their effort allocated in a budget year).



# Budget prep: Direct costs Unallowable vs. Allowable

- Often, an RFP will specifically state costs that are unallowable on an award
- It's important to review what costs UVM may also consider unallowable.
  - For federal awards, this is based on the Office of Management and Budget's (OMB) Uniform Guidance (UG).
  - A cost must be reasonable and allocable:
    - Reasonable: the cost doesn't exceed what would be considered a normal cost for conducting the work of a grant.
    - Allocable: the cost is specifically associated with the work of the grant and is not already captured in indirect costs.

---

## Budget prep: Sample Budget Items

- Personnel/effort
- Fringe (using current fiscal year rates associated with personnel effort)
- Travel (review RFP for required travel)
- Equipment
- Materials and Supplies (must be allowable)
- Consultant/contractor costs
- Subawards
- Indirect costs



# Budget prep: Personnel Effort Allocation

- Review committed effort for PI and any other staff or faculty on potential award to determine if capacity for the award exists.
  - UVM Cost Accounting is developing a new system for monitoring committed effort.
  - You can track in a spreadsheet using Workload part A and salary distribution.
- If effort is being requested for a staff/faculty outside of your department, contact that department's administrator immediately to determine if the effort allocation is realistic.
- Effort allowability is the responsibility of the department to confirm.
- Reach out to your SPA RA if the term of your award is less than 12mths and your faculty and staff have reduced effort or terms for support in entering into Click.



# Budget Prep: Travel, Equipment, and Supplies

- **Travel:** Sometimes an RFP will require that you include the cost of traveling to specific conferences in the travel line of your budget. You should also consider any in-state mileage that might be required to complete the scope of work of the award.
- **Equipment:** Some RFPs, especially those associated with labs and research, will allow the purchasing of equipment specifically required to complete the scope of work of your award.
- **Supplies:** this can include any supply that would be beyond the routine level of such items provided by your department. Supplies can mean shipping and copying costs

# Travel requirements from example RFP

## Travel:

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Applicants must include in their budget, funds to pay for travel expenses to attend at least one AIDD-sponsored Project Director's two-day meeting in Washington, DC. In their budget,



# Budget Prep: Consultants/contractor vs. Subawards

- [SPA page defining consultants and subawards.](#)
- **A consultant or contractor:** is an individual or organization providing goods or services within normal business operations.
  - You would enter into a service agreement or speaker engagement letter with this entity through purchasing services at UVM.
- **A subaward:** is an organization that will be providing a significant portion of the effort and decision making around the scope of work for the grant.
  - You would add them to your budget as a subaward

---

## Budget Prep: Subawards, continued

- Meet with the fiscal manager of the subrecipient organization to determine their proposed budget.
  - Keep in mind all the same sample budget items that you require in your budget, including indirect costs.
  - The subrecipient will need to complete the SPA subaward commitment form and any other required budget documents.
- Federal RFPs often require that subawards be included in the budget on a separate federal subaward budget form.





## Budget Prep: Indirect costs

- UVMClick will calculate indirect costs based on the information you input into the FP.
- Your PI should be able to tell you the function of the award (research, instruction, outreach, etc.), but if the award is for anything other than research, reach out to your SPA RA to confirm the correct rate to use.
- Note in the RFP if the indirect cost is included or excluded from the allowed budget amount.
- You may find it helpful to create a budget in excel to tinker with before uploading to UVMClick. You can reach out to your SPA RA for a copy of the SPA budget tool.



---

## Time to put the budget in UVMClick

At this point, the Department Administrator:

- Creates the UVMClick Funding Proposal (FP).
- Notifies the Dean's office of pending FP route.

---

---

# **Writing a Clear and Concise Budget Narrative**

---

# What is Research Development?

- **Grant proposal review and grantsmanship critique**
  - Annotated feedback and suggestions
  - Review for responsiveness to RFA, and/or reviewer critiques
- **Grant proposal writing assistance and editing**
  - Substantive editing of draft text
  - Editing to improve clarity and flow, formatting and presentation
  - Assist with drafting non-technical proposal components
- **Project Management for proposal preparation**



---

# What are the Roles of the Budget Narrative?

- Answer the questions a skeptical reviewer would ask
- Make a persuasive case for investing in the research and **justifies** all costs
- Provide **context** – relationship of costs to program/project implementation
- Instill confidence that the program/project costs are reasonable and well thought out



---

# What is the Role of the Budget Narrative?

“A well-written budget justification is one of the first documents we turn to when we need an answer about an award. It’s funny, most people don’t realize this when they apply for a grant, but when it’s awarded, most of the questions that are asked about how to administer the award come from the budget justification.”

Michelle Melin-Rogovin. Dec. 30, 2011. Justification Nation: How to Write a Strong Budget Justification. Research Administration Nation [Internet]



## How do we fulfill these Roles?

- Match the budget with program/project goals and objectives
- Break down costs for each of the major cost categories
- Provide sufficient detail
- Discuss cost effectiveness, if possible

### **HOW** and/or **WHY** items relate to program/project implementation?

- How all costs are calculated or determined? ★
- What will each person contribute to the project?
- How do material and equipment needs help meet deliverables?
- Source of funds – sponsor vs. cost share



---

# Budget Narrative Best Practices

- Should be **brief** and **project-related**
- Know and adhere to the sponsor's format or page limit
- **Organize** the justification in the same order as the line items appear on the sponsor's budget forms
- Be consistent with the proposal research narrative – tied to scope of work and how you will achieve it
- Provide **ONLY** what the sponsor is requesting
- Do NOT assume that a reviewer will understand why a cost is necessary or important



---

# Narrative Expectations and Examples for Typical Budget Categories

- Personnel
- Travel
- Equipment
- Materials and Supplies
- Consultant
- Consortium/Contractual – Subawards
- Indirect Costs



# Personnel Justifications

Salary and fringe are often the biggest component of the budget (60-80%)

## What are the reviewers looking for?

- Appropriate expertise
- Clear role on the project
- Clear how they will advance the research
- Justification for the amount of salary/effort you are requesting



# Personnel – Case Study

## Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought.

pg 18 of 48

## Personnel

Description: Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

pg 18 of 48

# Principal Investigator – Case Study

## Budget Narrative

Object Class Category	Federal Funds	Non-Federal Funds	Non-Federal In-Kind	Total	Justification
Personnel	\$41,902	\$0	\$0	\$41,902	<b>Federal</b> <ul style="list-style-type: none"><li>• PI, Dr. Bryan Dague, Research Assistant Professor: 12 mth term @ 25% FTE of \$██████ base= 3 person months and \$██████</li><li>• Other Personnel, Dr. Valerie Wood, Research Assistant Professor: 12mth term @20%FTE of \$██████ base = 2.4 person months and \$██████</li><li>• Dr. Jesse Suter, CDCI Director: 12mth term @ 1% FTE of \$██████ base = .12 person months and \$██████</li></ul> Total Personnel \$41,902



---

## Principal Investigator – Alternate Example

**Bryan Dague, Ed.D., Principal Investigator, 3 person months (25% effort)**

Dr. Dague has been employed at the University of Vermont-Center on Disability & Community Inclusion for over 25 years, and has extensive expertise in providing training and technical assistance in the areas of supported transition services for people with disabilities. As the PI of this proposal, he will lead the creation of the proposed statewide partnership and maintain communication with all partners through regularly scheduled meetings (Objective 1). To achieve Objective 2, he will conduct the comprehensive review and analysis (CRA) of current practices and policies regarding transition services, and will collaborate with Wood and Suter to develop and implement an online survey of resources and needs in VT high schools. In addition, he will lead the development of the implementation plan for the proposed pilot program (Objective 3).

---

# Key vs Non-Key Personnel

## Key personnel

- any member of the research team who contributes to the development or execution of the project in a **substantive, measurable** way
- Intellectual input

## Non-key personnel

- all other personnel, could be replaced if needed

# Non-Key Personnel Justifications

## **Project Assistants (temporary graduate employee)**

The responsibilities of these project temporary employees will include providing assistance in the following areas: observation of BSP delivery and treatment fidelity ratings; materials development; scoring/coding; attendance at focus groups/interviews; transcription; and data collection and entry. All project temporary employees will be expected to participate in training sessions and to attend weekly meetings (virtually or in person). They will be trained in observation methods and rating procedures and will establish reliability with one another at or above the .95 level. Staff includes:

- Years 1-3
  - 1 temporary PhD graduate employee at \$25/hr
    - Up to 20 hours per week for 30 weeks = \$15,000
  - 3 temporary Master's level graduate temporary employees at \$20/hr
    - UP to 18 hours per week for 30 weeks = \$10,800 (x3 = \$32,400)
- Years 1-3 Summer
  - 1 temporary PhD graduate employee at \$25/hr up to 100 hours = \$2,500
- Year 4 Fall
  - 1 temporary PhD graduate employee at \$25/hr
    - Up to 10 hours per week for 15 weeks = \$3,750

Total budget request for temporary graduate employees (with fringe) is **\$171,252**



---

## Non-Key Personnel Justifications

### **Kate Waite – Research Technician, 6.0 person months**

Ms. Waite will assist in all experimental methods for the project, including but not limited to all animal-related activities including treatments, general health monitoring, and measurements of established tumors. She will also be responsible for the maintenance of tumor cell lines. She has all necessary technical skills and training to carry out the required techniques. She will also be responsible for ordering lab supplies, maintaining laboratory equipment, and general lab organization. Salary is requested for 50% effort annually.

### **Graduate Research Assistant, 12 person months**

Support for one PhD student is budgeted annually. The graduate student will perform the research tasks, develop theory and algorithms, implement the algorithms and carry out modeling. They will assist with preparation of journal and conference articles that result from this work.





---

# Travel Justifications

- Itemize Domestic and Foreign travel separately
- Include:
  - Purpose and location
  - # travelers
  - Itemize airfare, lodging, ground transport, meals
- Must comply with UVM travel policy: <https://www.uvm.edu/finance/travel>

## What are the reviewers looking for?

- Clearly state how the travel is directly related to the conduct of the project/research, OR dissemination of the research results



# Travel – Case Study

## Travel:

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Applicants **must include** in their budget, funds to pay for travel expenses to attend at least one AIDD-sponsored Project Director's two-day meeting in Washington, DC. In their budget, applicants should include funds to support the travel of data coordinators to attend an annual training on the National Information Reporting System (NIRS). All other travel costs must be related to the implementation of the four core functions and the operation or administration of the Center.

**Justification:** For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACL-sponsored workshops should be detailed in the budget.



---

## Travel – Case Study

\$1,000	<b>Federal</b> Local travel is calculated at \$.575/mile. Estimated total miles to various meeting sites around the state = 1,739 miles @ \$.575/mile  Total Travel \$1,000
---------	--



---

## Travel – Alternate Example

### Travel (Domestic):

We request funds for the PI to attend the AIDD Project Directors' meeting in Year 1. The meeting is held annually in Washington, DC. We outline the costs for a roundtrip flight from Burlington, VT to Washington, DC, including airfare, lodging, meals, and ground transport (see table below).

<b>Airfare</b> (RT Burlington, VT to Washington, DC)	\$350
<b>Lodging</b> (1 nights @ \$175/night)	\$175
<b>Meals</b> (2 days @ \$60/day)	\$120
<b>Ground Transport</b>	\$65
<b>Total:</b>	<b>\$710</b>



---

# Equipment Justifications

- Equipment definition:
  - Useful life of more than one year
  - Acquisition cost of \$5,000 or more

## What are the reviewers looking for?

- Must be project-specific
- Detail/identify specific methods or experiments that justify purchase
- Include vendor quotes to establish cost estimate

# Equipment – Case Study

## Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose or which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

## Justification:

For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment.



---

## Equipment - Example

**Freezer:** We are requesting funds to purchase a -80°C freezer for storage of blood samples and assay reagents. The large number of clinical samples that will be collected during the study will surpass the PI's current freezer storage capacity. The requested freezer (Thermo Scientific, Revco, UxF400) has a 19.4 cu ft. capacity and holds 400 sample boxes (2 inch, standard size). This freezer can be locked for protection of human subjects materials, and has a data monitoring and alarm system. Upon installation, the freezer will be connected to the University's backup power. The freezer will be purchased from the University's preferred vendor, Fisher Scientific, through which we receive a significant institutional discount. **\$12,600 (quote attached)**



# Materials and Supplies Justifications

- Operating costs to fulfill the objectives of the research
- “General purpose” supplies are not usually allowable (part of F&A)
  - Are allowed if can justify that they are required to advance the scope of the project, and that there is an “extraordinary need” that exceeds the supplies typically already available.
- Often “back into” this number based on what is “leftover” after other costs accounted for, BUT...
  - Must still be reasonable, and justifiable



# Materials and Supplies – Example(s)

## Supplies

Funds are requested for the following supplies:

1. Maslach Burnout Inventory – Educator Survey (scoring/results forms [I already own a copy of the manual]) at \$400
2. Photocopying of participant materials for observer training, focus group protocols, fidelity rubrics, and dissemination of materials at \$1,000.
3. Audio recorders (4 @ \$60 = \$240) for use in recording focus group/interview responses and consultant meetings
4. Digital video recorders (20 @ \$79 = \$1,580) for use in monitoring participating teachers' fidelity
5. Social Skills Improvement System-RS manual (\$136) and forms (\$678) at \$814 total

Total request for supplies is **\$4,034.**



## Participant Support – Justifications

- Direct costs for items paid to or on behalf of participants or trainees in connection with conferences or training projects
  - e.g., Stipends, subsistence, travel, registration fees
- Participants: **non-UVM** employees who are the *recipient* (*not provider*) of a conference, workshop, training, or other short-term informational activity
- NOT for:
  - Research subject costs
  - General conference travel



---

# Participant Support – Example(s)

## A. PARTICIPANT SUPPORT: \$639,500

For the five participant programs described (ABC Teacher Institute, internships, Residency, Summer School, and Arts Residency), we will allow flexibility in the participants' use of funds. For example, unused travel funds may be used to fund other participant costs, such as research supplies or materials.

**ABC Teacher Institute:** The ABC Teacher Institute will be a week-long, hybrid format, summer AI institute grounded in community building, project-based inquiry, and culturally relevant teaching practices. The Institute will host 20 grade 7-12 teachers each year in Years 2-5. Participants will receive a \$500 stipend, \$275 travel allowance, \$500 food/housing allowance. ( $\$1,275 * 20 \text{ teachers} * 4 \text{ yrs} = \$102,000$ )

**ABC Summer School:** The ABC Institute will host a 3-week, intensive AI workshop each summer for eight (8) participants. Graduate students, postdocs, industry collaborators, and national laboratory scientists may participate. Participants will receive a \$500 stipend, \$750 travel allowance, \$1,800 food/housing allowance, and \$1,000 VACC fees. ( $\$4,050 * 8 \text{ participants} * 5 \text{ yrs} = \$162,000$ )



---

## Other Direct Costs Justifications

- Catchall category for expenses that do not fit in other categories
  - Graduate student Tuition and Fees
  - Research computing resources
  - Human subject stipends
  - Publication fees
  - Research animal per diem costs
- Relevance to the work must be explained



---

# Consultants – What to Include?

- Description of service to be performed
- Consulting **fee** AND **duration**
- Travel or related costs

## What are the reviewers looking for?

- Appropriate expertise
- Justification for why you are not using someone at UVM
  - Because the expertise is not available
  - More cost-effective to outsource the work

---

## Consultant Services – Case Study

\$30,200	<b>Federal</b> Contract with Green Mountain Self Advocates, Vermont Family Network, Champlain Community Services, and Upper Valley Services in the amount of \$7,500 each. ( $\$7,500 \times 4 = \$30,000$ ) Translation services for two meetings a year for a total of \$200  Total Contractual \$30,200
----------	--



---

## Consultant Services – **Alternate Example**

### **Consultant Services**

#### Transcription Services:

Studies 1 and 3.2 will each require transcription of audio-recorded interviews. This service typically costs \$2 per minute of audio recording; we anticipate 105 hours total of recordings for Studies 1 and 3.2 (105 hours \* 60 minutes \* \$2/minute). We will have interviews transcribed as they are obtained, so the cost will be split over years 1 and 2 of the project (Year 1: \$6600; Year 2: \$6000)



---

# Consultant Services – **Alternate Example**

**Dr. L-P, MD, FRCPC**

**Years 4-5: \$10,575**

**Radiologist, University of Texas M. D. Anderson Cancer Center**

Dr. L-P is an Associate Professor of Diagnostic Radiology, Division of Diagnostic Imaging at the University of Texas MD Anderson Cancer Center, specializing in breast imaging. Dr. L-P has been involved in many clinical trials within the American College of Surgeons (now incorporated into ALLIANCE). As such, she is familiar with the logistics and rigor needed for interpretation of imaging on clinical trials. She is familiar with the Boyd semi-automated mammographic breast density measurement and is currently completing quantitation of density determinations for 300 patients on the PIs open study, CALGB 70806. She will perform the Boyd semi-automated mammographic density determinations on the 423 women enrolled in the proposed study, at baseline and at the end of the two year intervention. Readings will be performed in Years 4-5 (\$21,150 total / 2 years = **\$10,575 per year** in Years 4 and 5).

Boyd semi-automated mammographic density determination = \$25

423 subjects x 2 mammograms/subject = 846 mammograms

846 mammograms x \$25/density determination = \$21,150 total cost

\$21,150 total / 2 years = **\$10,575 per year** in Years 4 and 5





---

# SPA's Role in Budget Compliance

## Budget Preparation:

- Upon request, provide institutional guidance and interpretation of sponsor guidelines

## Budget Review:

- Sponsor funding opportunity/solicitation/guidelines (for institutional requirements)
- Complete and accurate data within all budget components



---

## Budget Components Reviewed

- Costshare/matching
- Personnel/effort and Fringe
- Other Direct Costs
- Subrecipient package
- Indirect Rate and Base Calculation



---

## **‘Other’ Budget Components Reviewed**

- Sponsor Guidelines
- Project start/end dates
- Completion of required sponsor and university forms/documents
- Consistent data within UVMClick working budget, budget narrative and sponsor budget forms



## Is there Cost Share?

- Does the budget meet cost sharing requirements?
  - Are approvals included?

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

pg 38 of 48

- Are the cost sharing resources allowed?
  - Federal dollars cannot be used to as costshare, except in rare cases.
  - Are you using unrecovered F&A as match?
- If the sponsor has a salary cap, is there an internal costshare budget present?



---

## Personnel and Fringe

- Are all personnel who are dedicating effort listed in the personnel budget?
- If required by the sponsor, are person months accurately entered in the sponsor budget and/or budget narrative?
- If sponsor requires a salary cap, are base salaries adjusted appropriately?
- Is the correct fringe rate being applied for the role selected?

# Direct Costs

- Are costs allowed or restricted?

## IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

Links to pg 23 of 48

- Sample Direct Costs:
  - Travel, equipment, materials/supplies, consultants, participant/trainee, tuition, animals, human subjects, etc.



# Subrecipient Budget Review

- Subrecipient Commitment Form
  - Project start and end dates align with UVM budget
  - Sub's total requested funds align with all other budget components
- Does the sub's budget follow flow through terms?
  - Indirect rate follows sponsor guidelines
    - Subs fringe rate follows their rate agreement or other explanation provided
- Is the sub's budget calculating properly within the parent budget?
  - First \$25K from subs budget is included in indirect calculation



# Indirect Rates and Calculation

- Does the sponsor have an indirect rate limit?
- Is the correct activity and location selected for the proposal?
  - [UVM's Federally Negotiated Rate Agreement](#)
- Are the direct costs appropriately included or excluded from the indirect calculation?
- Is the IBB Allocation Tool included?



---

# Resources

- Sponsor Guidelines (open opportunities for ACL, from presentation example): <https://acl.gov/grants/open-opportunities>
- Committed Effort Module (CEM): [https://www.uvm.edu/~finance/ERS/effort\\_plan\\_job\\_aid.pdf](https://www.uvm.edu/~finance/ERS/effort_plan_job_aid.pdf)
- UVM Federally Negotiated Rate Agreement: [https://www.uvm.edu/sites/default/files/Division-of-Finance/cost\\_accounting/Rate\\_Agreement.pdf](https://www.uvm.edu/sites/default/files/Division-of-Finance/cost_accounting/Rate_Agreement.pdf)
- Subrecipient Commitment & Audit Certification Form: <https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/subrecipientcommitmentform.pdf>
- IBB Allocation Tool: <https://www.uvm.edu/spa/forms-library>
- Uniform Guidance: 2 CFR 200: [https://www.ecfr.gov/cgi-bin/text-idx?SID=ed90f54836feb6a994f657188eb05e33&node=2:1.1.2.2.1&rgn=div5#se2.1.200\\_1419](https://www.ecfr.gov/cgi-bin/text-idx?SID=ed90f54836feb6a994f657188eb05e33&node=2:1.1.2.2.1&rgn=div5#se2.1.200_1419)

---

---

# Questions?