

## Budget Narrative Guidance

*Note: Fringe Benefit and Indirect Cost rate updated 7/1/2020. Text marked with brackets [] is boilerplate text.*

### Salaries and Wages

This category represents people who will be employed by the University during the project. In each applicable subcategory (below), add 1-2 sentences including names (if known), duties/roles and allocation of effort (if applicable) from the internal budget Excel sheet. Document any changes in duties and effort over the project duration.

The budget spreadsheet defaults to add a set amount to cover increases in salary for cost of living, based upon past trends (this should be explained in your narrative).

- Project Director/Principal Investigator (Key Personnel)

[The Principal Investigator {Insert Name} is an Associate Professor in the Department of {Insert Name}, and requests funding for 15% academic year effort (1.35 person months) and 15% summer effort (.45 person months) for each of the project's three years. Dr. {Insert Name} will perform the proposed research, including {insert two or three key tasks}. Dr. {Insert Name} will be responsible for overall project management and reporting and supervision of the graduate and undergraduate students working on the project. The salary of Dr. {Insert Name} includes an escalation of 3% in all years.]

[For federal grants: {Insert full-time faculty name} holds a 9-month academic year appointment with research activity as an expected, normal portion of their duties. Summer support is requested to allow continuation of the proposed research during the summer months, when they are not under contract. Summer effort is calculated by applying the percentage of requested summer effort to 3/9ths of the academic year contracted salary. Requested compensation is determined using the University's fiscal year of July 1 – June 30.]

- Co-Investigator(s) (Key Personnel)
- Monthly Employees (Key Personnel)
- Monthly Employees (Not Key Personnel, but "Other Personnel")
- Hourly (bi-weekly) Employees (Typically "Other Personnel")
- Other Employees (e.g., temporary employees, Graduate Assistants and Student Workers-- Typically "Other Personnel")

### Fringe Benefits

[The University of Memphis charges fringe benefits according to its federally negotiated rate agreement, with a rate of 30.61% for all salaried employees, 33.43% for full-time hourly employees. 1.38% for graduate students and other student workers, 7.2% for temporary employees. Fringe benefits are charged in proportion to the amount of effort allocated to the project.]

[Fringe benefits for full-time, salaried employees include FICA, retirement, life insurance, unemployment insurance, health insurance, scholarship benefits, compensated absences, terminal pay, death benefits, and workers' compensation.]

## Equipment

Explain any purchases of equipment, defined as property with the cost of **\$5,000 or more per single unit** and a useful life of more than one year.

## Travel

Explain any plans for travel across project years (e.g., conferences or data collection), whether travel pertains to mileage, flights etc., and the basis for the calculation (CONUS rates).

[Domestic: A travel budget of \$X (\$X/year) is requested for the PI/Co-PI and the GA to attend one (1) annual 3-day conference in years X-X to disseminate project results. Major conferences may include the {INSERT POTENTIAL CONFERENCES}. We estimate that conferences will be held at similar venues as previously held conferences such as {PROVIDE EXAMPLE CITIES FOR CONFERENCE LOCATION}. The amount includes airfare, meals/lodging, ground transportation, and registration fees, if applicable. Prices are based upon CONUS maximums where appropriate. Estimated breakdown of costs are as follows:

Trips		Days		PI(s)	Students
1		3		1	1
Airfare	Ground Transportation	Hotel	Meals & Incidentals	Conf. Reg PI	Conf. Reg Student
\$800	\$75	\$225	\$74	\$650	\$550

## Participant Support Costs

Explain expenses related to fees and stipends paid for participants or trainees, but NOT employees, typically connected to training or conference grants. This does NOT include human subjects incentives.

## Other Costs

### Materials and Supplies

Explain how funds used to buy supplies such as laptops (and in which years of the project) and research consumables. When full indirect rate is charged to a project, only unusual charges of office supplies should be charged to a grant, and these should be carefully justified.

### Consultants

Explain how consultants will be used in the project. Not sure if an organization will be a consultant or should receive a subaward? Ask your pre-award coordinator or OSP. ***Making a mistake on this determination can significantly impact your budget.***

### Subrecipients

Explain subrecipient contributions (e.g., conducting evaluations of project outcomes).

[A subaward to {insert name of institution} is requested each year over a period of X years in order to support UofM's project. {Insert name of institution}'s work will include involvement in {insert one or two tasks} under the direction of {insert name} in the {insert name of department} department as per the

work and tasks as described in the project description. Please see separate subaward budget and budget justification for a detailed breakdown of costs.]

### **Tuition/Fees for Students**

Explain costs such as student tuition and fees. The budget spreadsheet defaults to add a set amount to cover increases in tuition for cost of living, based upon past trends (this should be explained in your narrative).

### **Other**

Explain “other” costs, such as printing and human subjects incentives.

### **Direct Costs=\$XXX,XXX**

State total direct costs from UM internal budget for all categories listed above (annual and overall project breakdown).

### **Indirect Costs**

[The University of Memphis has a federally negotiated indirect cost rate agreement, dated 5/16/2023, with cognizant agency Department of Health and Human Services. The University’s full research rate of 45% is charged on Modified Total Direct Costs (MTDC): all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward.]

[For projects funded by state or local dollars (not federal grants), the University of Memphis charges 15% indirect costs on Total Direct Costs (TDC) according to recent trends.]

The “Other Sponsored Activity” rate (37%) may be used for projects that are not research or instruction (56.5%), such as health service projects, community service projects, or technical assistance projects.

Our off-campus rate (26%) is rarely used in SUAPP—per our rate agreement the majority of the research MUST take place off campus AND rent is directly allocated to the project.

If the funder will not allow indirect costs, you must provide documentation of this in Cayuse and explain in the justification (via their policy on their website or the RFP or an email or letter).

***It is NOT the role of faculty or the pre-award coordinator to negotiate indirect costs. OSP is the responsible department regarding indirect costs, and a request for a rate waiver must be handled well in advance of Cayuse routing.***

### **Total Direct and Indirect Costs=\$XXX,XXX**

State total project costs based on direct and indirect costs.

## **Cost Share**

State details of cost-sharing or matching (dollars, equipment, effort). It is also important to state whether cost-sharing is required by a grant or collaborator and the % of cost share in terms of the total award/subcontract. Some funders DO NOT ALLOW cost share, so refer to the RFP for guidance before including in the budget and justification.

**Cost share must be approved by your department chairperson and college dean. OSP must also sign-off. This sign-off can be completed in advance of Cayuse routing—please don't wait until the last minute to get approval for cost-share.**

## **Overall Project Costs=\$XXX,XXX**

State overall project amount based on award moneys (direct and indirect costs) and cost share moneys for each project year and the entire project. This is used when you are including cost-share as part of the project costs.