

Sample Budget Justification

COST CATEGORIES ARE SAMPLE ONLY: Use the same cost categories that the funding agency uses

Salaries:

2.0 mos. per year for the PI at \$xx/monthly to (insert summary of tasks/role) and 1.0 mo. per year for the Co-I at \$xx/monthly to (insert tasks/role) is requested to perform the proposed research. <insert correct %> leave reserve is included.

Support is budgeted for a research professional for 200 hours at \$24.00 hourly to compile data, perform data analysis and to draft the report. A leave reserve of <insert correct %> is included. Support is also budgeted for 2 graduate students (academic year and summer) to assist in compiling the data. The graduate students are budgeted at 760 hours for the academic year and 560 hours for the summer at \$17.54/hr.

Salaries include an annual 2.5% increase for non-student personnel.

For NSF Proposals

UAA, as a state-controlled institution of higher education, defines "year" as the fiscal year period between July 1 and June 30 each year, in alignment with the State of Alaska.

Benefits:

Benefits are applied according to the University of Alaska's provisional fringe benefit rates for FY22. Rates are <insert correct %> for faculty, <insert correct %> for exempt staff and <insert correct %> for summer portion of the graduate student.

Graduate student health insurance is also budgeted @ \$<insert this year's amt> for each student in each year of the project.

A copy of the rate agreement is available at:

<http://www.alaska.edu/cost-analysis/negotiation-agreements/>

Note: only include the relevant fringe rates for your proposal – percents for the types of personnel included in the budget. Don't list grad student health insurance on proposals with no grad students.

Travel:

Domestic: 2 trips per year are requested for the PI and Co-PI to Nome, AK to conduct fieldwork. Airfare is calculated @ \$500/person roundtrip from Anchorage to Nome. Lodging is \$185/night for two nights, and per diem (meals/incidentals) is \$118/day for 3 days. Ground transportation is budgeted at \$100/trip.

1 trip is budgeted per year to Fairbanks, AK, for the PI to meet with collaborators. Airfare is calculated @ \$250/person. Lodging is budgeted at \$75/night for 2 nights, and per diem (meals/incidentals) is \$70/day for 3 days. Ground transportation is \$60/trip.

All travel is budgeted per UA Board of Regents regulations for Alaska in-state travel and in accordance with GSA/JTR Regulations. Costs are based on internet pricing, GSA and DoD per diem rates, and University of Alaska Board of Regents policy, as well as costs incurred for previous travel to similar destinations for similar effort.

Foreign: 1 trip in Year 2 is budgeted for the Co-I to travel to Tokyo, Japan to meet with collaborators and discuss findings. Roundtrip airfare is \$1050/person and will comply with Fly America Act regulations. Lodging is budgeted at \$330/night for 3 nights, and meals and incidentals at \$140/day for 4 days in accordance with JTR Regulations. Transportation to and from the airport is budgeted at \$120/trip.

(OSP Note: Travel includes airfare charges, lodging, meals, incidentals and transportation charges. Please explain the benefit to the project of any travel budgeted.)

GSA website (lower 48 states): <https://www.gsa.gov/travel/plan-book/per-diem-rates>
DoD rates (for AK, HI) are here: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
State Dept rates (foreign countries): https://aoprals.state.gov/web920/per_diem.asp

Equipment:

Funds are requested to purchase a scanning electron microscope (\$5,500, quote attached) to analyze the samples collected during fieldwork.

(OSP Note: The University of Alaska's equipment threshold is \$5,000, which matches federal standards.)

Subawards:

A subaward will be made to the University of Toledo (\$125,000 over 3 years) for their portion of the research collected locally in Ohio and comparing them to the Alaska samples. <<describe role in a sentence or two>> The University of Toledo was selected because of their sole expertise in this field.

(OSP Note: For more information on subawards, see <https://www.uaf.edu/procurement/subaward-and-research-ser/index.php>)

Materials & Supplies:

Funds are requested for field supplies such as data loggers (2@\$200/each) and sample collection containers (\$150).

(OSP Note: Any single item under \$5,000. See the above note regarding equipment threshold.)

Contractual/Services:

Funds are requested for further sample analysis by Samples Inc. at \$50/sample. Funds are also proposed for the Analysis Lab to verify the integrity of the samples at \$2/sample. \$2000 is requested for airlifting supplies to the field location per year. \$2500 is requested for page charges/publication costs of the research findings. \$500 is included for shipping the samples to

and from collaborators. A software license fee of \$250 per year for GIS mapping software required for the project has also been included.

(OSP Note: This category includes all Recharge Center costs, vessel charters, animal care costs, consultants, etc. These Contractual Costs are included under the heading Other Direct Costs on NSF proposals. Contractual/Services is a required category for State of Alaska RSAs.)

Other Direct Costs:

Graduate student tuition costs are included for the graduate student (academic year only). 18 hours of tuition (9 fall, 9 spring) @ \$513/credit hour.

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research and for sponsored research are calculated at 53.1% of the Modified Total Direct Costs (MTDC). MTDC includes Total Direct Costs minus tuition, scholarships, subaward amounts over \$25,000, participant support costs, rental/lease costs, and equipment. A copy of the rate agreement for FY19-22 is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>

(OSP Note: Costs that are normally not allowable as direct costs include: general office supplies, general computer supplies and software, administrative costs including computer system management, general copying costs, general postage costs, office equipment, furniture, utilities, and dues/membership costs. These costs are recovered through F&A.)

Alternative Indirect Cost Statement when the Sponsor Limits F&A Recovery:

Facilities and Administrative (F&A) Costs are calculated at xx.x% as per the proposal guidelines.

Alternative Indirect Cost Statement when the Sponsor Prohibits F&A Recovery:

Facilities and Administrative (F&A) Costs have not been included in the budget as per the proposal guidelines.

Alternative Indirect Cost Statement when the Sponsor is the State of Alaska:

Facilities and Administrative (F&A) Costs are negotiated with the State of Alaska and for research are calculated at 25% and all other sponsored activities (training, public service, etc.) at 12% of the Modified Total Direct Costs (MTDC). MTDC includes Total Direct Costs minus tuition, scholarships, subaward amounts over \$25,000, participant support costs, rental/lease costs, and equipment. A copy of the rate agreement for is available at:

<http://www.alaska.edu/cost-analysis/negotiation-agreements/>