

The Office of Research Administration

Checklist for Preparation of Draft of Proposal Budget

Salaries and wages

- List all the positions and names (if known) of individuals who will be working on this project.
- List salary and wage amounts for each individual and designate whether the amounts are for FY (fiscal year) or AY (academic year).
- Indicate the number of months or percentage of effort or course release time for each position.
- Include summer effort for faculty with nine-month appointments.
- If submitting a multiple-year budget, estimate future years' salaries based on increases of 3%.
- Designate all cost-share dollars.

Fringe benefits

- Use the grant proposal budget fringe benefit rate of 35% for all UMSL faculty and staff.
- Use the standard rate of 7.65% for student employees receiving grant-funded stipends (FICA plus Workman's Compensation).
- Designate all cost-share dollars.

Equipment

Note: for external funding purposes, UMSL defines "equipment" as an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

- Identify each item of equipment using model number and manufacturer, if possible.
- Determine the cost of the equipment based on the latest catalog or a vendor quote.
- Designate all cost-share dollars.

Materials and Supplies (i.e., those items that "cannot stand alone")

- List each subclass of consumable supplies along with an estimate of cost.
- Designate all cost-share dollars.

Travel

- List the purpose and destination of each trip.
- Make sure you have obtained reasonable price quotes for airfare.
- Unless the proposal guidelines indicate other computational methods, make sure you use the correct, current University per diem rates for domestic travel of \$42.00. (Note that reimbursements will be for actual expenses.)
- Use the correct, current State Department per diem rates for international travel. These rates include hotel, meals and incidental expenses.
- For international travel, base your estimated airfares on those rates listed for U.S. carriers. Federal sponsors (including flow-through from federal sponsors) require U.S. carriers.
- Make sure to include in your calculations the number of individuals traveling and the number of days traveling.
- Designate all cost-share dollars.

*For Current UM Rules and Regulations concerning travel, please refer to:

<http://www.umsystem.edu/ums/rules/bpm/bpm500>

Other Costs

- Determine what other direct costs you will incur.
- If graduate students are part of your program, include tuition.
- List the names (if known) of consultants along with an estimated cost.
- Include all subcontracts (and collect all required information, authorizations, etc., from subcontractees).
- List any participant costs (travel, fees, meals, etc.).
- Determine what services you will need and related costs (internet, computer services, etc.).
- What about publication costs, long-distance telephone and fax, postage, etc.?
- Designate all cost-share dollars.

Facilities and Administrative Costs (Indirect Costs)

- ❑ Check the proposal guidelines to determine whether the sponsor/agency states how F&A (indirect) costs are to be handled.
- ❑ Include the correct facilities and administrative cost calculation (see below).

Facilities and Administrative Cost Rates in effect **July 1, 2012, through June 30, 2016:**

	On Campus	Off campus
Research	51% MTDC	26% MTDC
Instruction	51.5% MTDC	26% MTDC
Other Sponsored Activities	35% MTDC	26% MTDC

Modified Total Direct Costs (MTDC) consist of all salaries, wages, fringe benefits, materials, supplies, services, travel, and subgrants/subcontracts up to the first \$25,000 of each subgrant/subcontract (regardless of the period covered by the subgrant/subcontract). Modified Total Direct Costs exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships, as well as the portion of each subgrant/subcontract in excess of \$25,000.

- ❑ If permitted by the agency, designate as cost-share dollars the balance of F&A costs that would not be funded by the grant.

FINAL STEP

- ❑ Check and recheck the program guidelines and requirements.
- ❑ Make certain your calculations are correct.