

## BUDGET SUMMARY FORMAT

For each proposal, please submit a detailed budget breakdown which includes the following line items. Indicate the amount of cost sharing for each element (see **Note**). Use the budget format found in Attachment 3. Please provide additional information on the budget items on attached pages when necessary. Please be as specific as possible when providing documentation for each budget category.

(1) **Salaries and Wages**: Identify the individuals and categories of salaries and wages, estimated hours or percent of time, and rate of compensation proposed for each individual or category. (Tuition remission and other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work.) If rate of pay shown is higher than current rate of pay, include an explanation.

(2) **Fringe Benefits**: Proposed rates/amounts in conformance with normal accounting procedures. Explain the costs and the basis of the rate computations. Indicate whether the rates are used for application purposes or whether they are fixed or provisional rates for billing purposes.

(3) **Supplies**: Indicate separately the amounts estimated for office, laboratory, computing and field supplies. Provide detail of any specific item which represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials required for each and show costs separately for the other items.

(4) **Equipment**: Identify nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of more than \$5,000 per unit and special-purpose equipment having an acquisition cost of more than \$1,000 per unit.

(5) **Services or Consultants**: List the contemplated consultants, the estimated amount of time required, and the quoted rate per day or hour. State whether the consultant's rate is the same as s/he has received for similar services under other Government awards.

(6) **Travel**: Travel requirements should be briefly specified (field, scientific meetings or conferences). Itemize the estimated costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of all transportation, and any miscellaneous expenses for each trip. All travel is to be in accordance with the established travel policy of the applicant's institution.

(7) **Other Direct Cost**: Itemize the costs not included elsewhere; shipping, telemetry, computing, equipment-use charges, or other services. Provide breakdowns showing how cost was estimated; e.g., computer time should show the type of computer, the estimated time of use, and the established rates.

(8) **Total Direct Cost**: Total items (1) through (7).

(9) **Indirect Cost\***: Specify an allowable indirect cost rate based on the applicants' approved rate agreement. State the type of rate suggested (fixed or predetermined) and the based (total direct costs or MTDC).

(10) **Total estimated cost**: Total items (8) and (9).

**\* Attach a copy of the approved negotiated indirect cost rate agreement or other documentation to support the indirect cost rate cited.**

**NOTE:** Each proposal shall have attached a statement which certifies that the entire non-federal matching funds share specified in the proposed budget has been committed at the time the proposal is submitted to the Center. This statement shall be signed by an official with the authority to commit the matching funds or in the case of in-kind contributions from a third party, a signature by an official authorized to commit the third party.