

# **Budget Webinar Overview**

### **Purpose:**

 Provide support for writing clear, solid budgets, that align proposals with equity in mind

### Agenda:

- Reminders about the AISL Program (Part 1)
- Attending to equity in a proposal & budget (Part 1)
- Preparing a budget and budget justification (Part 1)
- Budget preparation, line by line, including budget justification (Part 2: A-F)
- Budget preparation, line by line, including budget justification (Part 3: G)
- Common budget pitfalls & related documents (Part 4)
- New: NSF guidance on receiving NSF funding (Part 4)



### Reminders for AISL Solicitation 22-626

- Read the AISL solicitation (NSF 22-626) closely!
- Proposals should follow the NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1)
- The annual AISL deadline is the second Wednesday of January at 5pm local time of the submitting institution
- Submit through Research.gov or Grants.gov
- Apply for a Unique Entity ID (UEI) from <u>SAM.gov</u> right away. It may take a while for new organizations to receive it.
- More resources are provided on https://www.informalscience.org/about-nsf-aisl-program



# **AISL Funding Levels**



Anticipated number of awards: 48-77



Anticipated total funding amount: \$28M-\$41M

Estimated program budget, number of awards and average award size/duration are subject to the availability of funds.



Proposal budgets should align directly with the project scope of work and approach. The budget is the "numbers" version of the Project Description.



# The Key Message about Budgets

# The budget is the "numbers" version of the project described in the proposal.

- What does your proposal narrative say?
- Does the budget convey the same information, commitments, and organizational structures as the narrative?
- Does the budget request sufficient/appropriate resources?

# Goal #3: Equity, Belonging, and Broadening Participation

# Required of all proposals.

**Throughout the proposed work** ... e.g., framework, design of research, development, and implementation components, **budget**, team composition, management, evaluation, & communication

- Demonstrate a **well-rounded understanding** of the people in their communities that are at the center of the project
- Articulate specific plans or approaches for integrating that understanding throughout
- Be equity-oriented in design, work, and collaborations to ensure work is done by and with people
- Include the team's processes for recognizing and working through potential inequities to hold the team accountable



# Ideas to consider for allocating funds

# People-centered

 How are the interests, ideas, & needs of people centered supported financially, including their growth, visibility, and contributions?

# Relationships

What is the nature of the relationship between people
 & organizations involved? How are people's time and expertise compensated, including rate of pay?

# Decision-making

 How are roles & responsibilities delineated? Who makes decisions? Whose input is listened to? Whose is overlooked? Who benefits & how? Who's left out?

## Proposal Preparation Resources

# Proposal and Award Policies and Procedures Guide (PAPPG; NSF 23-1)

g.	Budget and Budget Justification					
	(i)	Salaries and Wages				
		(a)	Senior Personnel Salaries & Wages Policy	II-16		
		(b)	Administrative and Clerical Salaries & Wages Policy	II-16		
		(c)	Procedures	II-17		
		(d)	Confidential Budgetary Information			
	(ii)	Fringe	Benefits	II-17		
	(iii)	Equipm	nent	II-18		
	(iv)	Travel		II-18		
		(a)	General	II-18		
		(b)	Domestic Travel	II-18		
		(c)	Foreign Travel	II-18		
	(v)	Particip	oant Support	II-19		
	(vi)	Other Direct Costs				
		(a)	Materials and Supplies (including Costs of Computing Devices)	II-20		
		(b)	Publication/Documentation/Dissemination	II-20		
		(c)	Consultant Services (also referred to as Professional			
			Service Costs)	II-20		
		(d)	Computer Services	II-20		
		(e)	Subawards	II-21		

# An NSF Budget is composed of two parts

# The Budget

The amount of money, broken down by preestablished category (A-G)

# The Budget Justification

The rationale for the financial expenditure

Research.gov and Grants.gov provide templates to fill in expenses and calculate each year of the project

# The Budget

- Allows reviewers and NSF staff
  to understand where taxpayer dollars will go
  and how they will be spent
- All costs must be
  - allowable,
  - allocable,
  - <u>reasonable</u>, and
  - necessary under CFR § 200 Subpart E, NSF policy, and the solicitation
- Note that all lines in the Budget have both a letter (A,B,C...) and a number (1,2,3...).
  - Use these in the Budget Justification

SUMMARY PROPOSAL BUDG	EI			NSF USE ONL	
NOTE 2002 AUGUS POR					ON (months
Test Institution		-			Granted
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR		Av	VARD NO	).	
A. SENIOR PERSONNEL: PI/PD, Co-Pl's, Faculty and Other Senior Associates		NSF Funde	ed ths	Funds Requested By proposer	Funds granted by N (if different
,,	CAL	ACAD	SUMR	proposer	(if different
Jane Smith - Chief Technical Officer	4.00	0.00	0.00	32,000	
2. John Doe - Senior Engineer	4.00	0.00	0.00	25,000	
3.					
4.					
5.					
6. ( 0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00	0	
7 / 9) TOTAL SENIOR DERSONNEL (1 - 6)	8.00	0.00	0.00	57,000	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
· · · · · · · · · · · · · · · · · · ·	0.00	0.00	0.00	0	
2. ( 3) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	10.00	0.00	0.00	38,000	
3. ( 0) GRADUATE STUDENTS				0	
4. ( 0) UNDERGRADUATE STUDENTS				0	
5. ( 0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0	
6. ( <b>0</b> ) OTHER				0	
raine anemicanna miaca (r.: b)				95,000	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				19,000	
				114,000	
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### **Budget Justification**

- The budget justification should:
  - Tell the numerical (\$) story of your 15-page proposal
  - Use consistent language across components, i.e., roles & responsibilities should match
  - Follow the budget labels, i.e., A1.,G3., etc.,
  - Include detailed explanations for each item listed
  - Follow formatting guidelines
- Justification may not exceed 5 pages
- Subaward budget totals are included on the lead organization's budget under G5, and each subaward submits their own detailed budget & budget justification (up to 5 pages)

### **Budget Justification**

#### A. Senior Personnel

A1. PI: Add text detail here.

A2. Add text detail here.

#### **B. Other Personnel**

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#### G. Other

**G1. Materials & Supplies:** Add itemization and rationale details here.

**G2. Publication Costs:** 

**G3.** Consultant Services:

**G4.** Computer Services:

**G5. Subawards:** 

G6. Other:

I. Indirect Cost (F&A) (Specify Rate & Base)



#### SUMMARY PROPOSAL BUD

#### ORGANIZATION PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associate (List each separately with title, A.7. show number in brackets) 2 3. B) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION P. 4) TOTAL SENIOR PERSONNEL (1 - 6) B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS). B) POST DOCTORAL SCHOLARS OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ET 3) GRADUATE STUDENTS 8) UNDERGRADUATE STUDENTS (I) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) TOTAL SALARIES AND WAGES (A + B) FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS) TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C) D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCE TOTAL EQUIPMENT E TRAVEL DOMESTIC (INCL. CANADA, MEXICO AND U.S. PO 2. INTERNATIONAL 90,640 1. STIPENDS 6,000 2. TRAVEL 20,874 3. SUBSISTENCE 28,350 4. OTHER 4.960 TOTAL NUMBER OF PARTICIPANTS TOTAL P G. OTHER DIRECT COSTS 1. MATERIALS AND SUPPLIES 2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION

CONSULTANT SERVICES
 COMPUTER SERVICES

#### **Budget Justification**

#### A. Senior Personnel

A1. a;sldkjfa;sdlkjfas;dlkfjas

asdklfj;aslkdjfa;lksdfj;aslkdjfa;slkdjfa;klsdjfa;lksdjf;alskdjf;laskdjf; alksdjf;alskdjf;laksdjf;laksdjf;slkdjf;lksdjflksdjfal;sdkjf;alskdjfdfkla jsdf;laksjdf;lkasjdf;lkasdj

#### **B.** Other Personnel

C. Fringe Benefits

A. Senior Personnel

#### **B.** Other Personnel

#### **B.2.**

;slkdjf;alksjdflaskdjf;askdljf;askdjf;aklsdjf;askldjfaksdjf;ask ldjf;alksdjf;alksdjf;alksdjf;alkdjf;alkdjf;askdjf;askdjf;

**B.3.** 

;slkdjf;alksjdflaskdjf;askdljf;askdjf;aklsdjf;askldjfaksdjf;ask ldjf;alksdjf;alksdjf;alksdjf;alksdjf;alkdjf;askdjf

#### **C. Fringe Benefits**

a;slkdjf;askdljfas;ddskjlfa;lsdkjfa;slkdjf;lkasjdf;laksdjf;aksdf;alkdjf;asdk

#### D. Equipment

Aslkdjfa;sldkjf

#### E. Travel

adfjasd ikja dkh



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