



# AISL Solicitation 22-626

## Budget Presentation

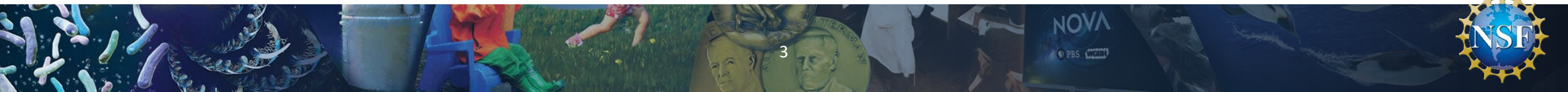
### Part 2 of 4

- Budget preparation, line by line, including budget justification (Lines A-F)

Dr. Amy Wilson Lopez, AISL PO



# Budget categories, line by line



# Budget Lines A-C: Personnel & Fringe Benefits

*Does the budget justification align with the descriptions of the roles & responsibilities in the project description? Does it embody equitable practices?*

- Lines A-C are for **employees** of the organization only. **All** employees of the organization who are involved in the project should be included here.
- Describe the role of each person to be supported by the grant, i.e., PI, Co-PI, Senior Personnel, postdocs, grad students, undergrads, secretarial, other

## A. Senior Personnel

- There is a budget cap of 2 calendar months/year across all NSF-funded projects for Senior Personnel, as it is assumed that time spent on research is included in a faculty member's salary
- Exceptions may be made; need to explain why in the justification. This is common for soft money orgs, not research institutions, etc.

## B. Other Personnel

## C. Fringe Benefits

- Indicate how fringe benefits are calculated for each person/role in the project

**SUMMARY  
PROPOSAL BUDGET**

YEAR 1

ORGANIZATION Test Institution	FOR NSF USE ONLY		
	PROPOSAL NO.	DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR	AWARD NO.	Proposed	Granted
<b>A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates</b>	NSF Funded	Funds	Funds
1. Jane Smith - Chief Technical Officer	CAL 4.00		
2. John Doe - Senior Engineer	4.00	0.00	25,000
3.			
4.			
5.			
6. ( 0 ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0
7. ( 2 ) TOTAL SENIOR PERSONNEL (1 - 6)	8.00	0.00	57,000
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>			
2. ( 3 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	10.00	0.00	38,000
3. ( 0 ) GRADUATE STUDENTS			0
4. ( 0 ) UNDERGRADUATE STUDENTS			0
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)			0
6. ( 0 ) OTHER			0
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>			95,000
			19,000
			114,000
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)</b>			
			0
<b>E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)</b>			4,000
			0
<b>F. PARTICIPANT SUPPORT COSTS</b>			
1. STIPENDS			0
2. TRAVEL			0
3. SUBSISTENCE			0
4. OTHER			0
<b>G. OTHER DIRECT COSTS</b>			
1. MATERIALS AND SUPPLIES			10,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION			0
3. CONSULTANT SERVICES			20,000
4. COMPUTER SERVICES			0
5. SUBAWARDS			40,000
6. OTHER			2,000
TOTAL OTHER DIRECT COSTS			72,000
H. TOTAL DIRECT COSTS (A THROUGH G)			190,000
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) Total Salaries and Wages (Rate: 20.0000, Base: 95000)			
TOTAL INDIRECT COSTS (F&A)			19,000
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)			209,000
K. SMALL BUSINESS FEE (IF REQUESTED MAXIMUM = 7% OF J)			14,630
L. TOTAL COST AND FEE (J + K)			223,630
PI/PID NAME Jane Smith	FOR NSF USE ONLY		
ORG. REP. NAME*	INDIRECT COST RATE VERIFICATION		
	Date Checked	Date Of Rate Sheet	Initials - ORG

A. Senior Personnel

B. Other Personnel

## A. Senior Personnel

Funding in the amount of \$XX in salaries is requested for the four-year period of this project (Y1: \$X; Y2: \$X; Y3: \$X; Y4: \$X). This budget covers staff time for the work of XXX & CCC.

A1. XXX will serve as PI and liaison to YYY. She will provide project oversight, take the lead on the quantitative research aspects of the project, and guide the Advisors. She will devote XX hours to the four-year project (Y1 = 264 hours, Y2 = 536, Y3 = 280, Y4 = 416). A X% annual cost-of-living increase has been included in the salary calculation.

A2. ;alksdjf;askldjf;sdlkjfds

**YYY is an independent cultural institution that does not have academic teaching requirements of our research team. We request that the full project effort of XX be funded at a level of two months or more in order to complete the proposed scope of work for this project and for her other NSF-supported work.**

## B. Other Personnel



**SUMMARY  
PROPOSAL BUDGET**

YEAR 1

ORGANIZATION Test Institution	FOR NSF USE ONLY			DURATION (months)	
	PROPOSAL NO.			Proposed	Granted
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Jane Smith	AWARD NO.				
<b>A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates</b>					
	CAL	ACAD	SUMR	Funds Requested By proposer	Funds granted by NSF (if different)
1. 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. ( 2 ) TOTAL SENIOR PERSONNEL (1-6)	8.00	0.00	0.00	57,000	
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>					
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. ( 0 ) OTHER				0	
				95,000	
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>				19,000	
				114,000	
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)</b>					
				0	
<b>E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)</b>				4,000	
				0	
<b>F. PARTICIPANT SUPPORT COSTS</b>					
1. STIPENDS				0	
2. TRAVEL				0	
3. SUBSISTENCE				0	
4. OTHER				0	
				0	
<b>G. OTHER DIRECT COSTS</b>					
1. MATERIALS AND SUPPLIES				10,000	
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				0	
3. CONSULTANT SERVICES				20,000	
4. COMPUTER SERVICES				0	
5. SUBAWARDS				40,000	
6. OTHER				2,000	
<b>TOTAL OTHER DIRECT COSTS</b>				72,000	
<b>H. TOTAL DIRECT COSTS (A THROUGH G)</b>				190,000	
<b>I. INDIRECT COSTS (F&amp;A)(SPECIFY RATE AND BASE)</b>					
<b>Total Salaries and Wages (Rate: 20.0000, Base: 95000)</b>					
<b>TOTAL INDIRECT COSTS (F&amp;A)</b>				19,000	
<b>J. TOTAL DIRECT AND INDIRECT COSTS (H + I)</b>				209,000	
<b>K. SMALL BUSINESS FEE (IF REQUESTED MAXIMUM = 7% OF J)</b>				14,630	
<b>L. TOTAL COST AND FEE (J + K)</b>				223,630	
PI/PID NAME Jane Smith		FOR NSF USE ONLY			
ORG. REP. NAME*		INDIRECT COST RATE VERIFICATION			
		Date Checked	Date Of Rate Sheet	Initials - ORG	

C. Fringe Benefits

D. Equipment

E. Travel

## C. Fringe Benefits

- Can cover medical, dental, and vision coverage for employees
- Rates are based on company records, is 20% of direct labor costs. E.g., requested fringe benefits =  $0.20 * \$95,000$  (total direct labor) = \$19,000

## D. Equipment

Alskdjf;alskdjf;askldjfsal

## E. Travel

;alkdjfa;lskdjf;alskdjf;askldj



# Budget Line D: Equipment

*Rare expense type.*

*If the item doesn't cost  
>\$5K, it doesn't belong in  
line D.*

- Equipment is considered *any individual item of >\$5,000*
- It is also typically, “Tangible personal property (including information technology systems) having a useful life of more than one year.”
- If requested, must be essential components of proposal deliverables.
- It may **not** include: *Capital or general operating expenses; purchase of major office equipment, or vehicles*

# Budget Line E: Travel (Part 1)

*Who gets to travel? Why?  
Who isn't traveling? Why?  
What does travel say  
about who's work is valued  
and who can represent the  
project? Who gets to learn  
about the project, based  
on where the travel is to?*

- Line E only support travel of *employees* of the submitting institution. Travel for others is covered elsewhere.
- Typically used to cover travel to team meetings, data collection sites, and conferences/workshops to share findings.
- Must be specified, itemized and justified
  - Specify for what purpose, location, and name of the event, if there is one
  - Itemize flight, hotel, ground, per diem, etc. based on [gsa.gov](https://www.gsa.gov) or **your institution's travel policy**.



## Budget Line E: Travel (part 2)

*Who gets to travel? Why?  
Who isn't traveling? Why?  
What does travel say  
about who's work is valued  
and who can represent the  
project? Who gets to learn  
about the project, based  
on where the travel is  
going to?*

Include biennial AISL Awardee meeting in/near DC for 2 days in even years (next is 2025) for the PI and a community member

- It is acceptable to include a travel day on either end, depending where you are coming from
- Must travel on US-Flag Air Carriers (US airlines)

NSF staff look closely at travel budgets: Is it equitable? Excessive? Reasonable? Justified?

- This line item is not intended to support travel for participants, consultants, advisors, or others who are not employees of the submitting institution.



## Line F. Participant Support

*Who are the, participants,  
and/or trainees?  
How are people involved in  
the proposed work?  
How are they  
compensated?*

## What is Participant Support?

Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of ***participants or trainees*** (***not employees, consultants, advisors, etc.***) in connection with NSF-sponsored conferences or training projects.

# Participant Support Budget Lines

F1. Stipends

F2. Travel

F3. Subsistence

F4: Other

*Who are informal STEM learners, participants, and/or trainees in the project? What supports do they need to fully participate?*

- Covers stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of **project participants or trainees only** in connection with conferences, training, or project activities.
- Participant support costs must be specified, itemized, and justified in the budget justification section of the proposal.
- **This is not entertainment \$. There isn't entertainment \$ in NSF budgets.**
- Do ***not*** include incentives for participation in research in this line. Incentives should be listed in G6: Other.
- *Explain why the people are considered participants. What are their roles in the proposed work?*

## F. Participant Support Examples

- Do **not** include project staff, those providing services to the project, such as consultants, advisors, or other professionals, or employees of the submitting institution. These are not Participants.
- No entertainment. No entertainment.
- **How should student employees be budgeted?**
  - A student cannot be compensated *partially* as an employee and as a participant on the same grant
  - It is up to the proposing organization to determine—and provide a rationale—for whether they should be a student employee, or a participant based on the role of the student in the project

## F. Participant Support (# of participants)

1. **Stipends:** Add itemization & rationale details
2. **Travel:** Bus cards/fare, other travel
3. **Subsistence:** Refreshments for programming during mealtime; working meals if necessary—avoid dinners if travel is not involved
4. **Other:** Childcare; workshop registration

# Participant Support Budget Justification

## F1 Stipends

- \$XXX for educator participation in Professional Learning (40hrs learning series); \$XX pp (40hrs x \$X/hr) x 10 people Y1 and 60 people Y2&3

## F2 Travel

- \$XXX requested for travel to participate in-person portion of Professional Learning Y1&2

Explain compensation rate

Specify location & purpose

Travel to San Francisco for Professional Learning Experience, 2days/3nts, 40p (Y1&2): 20 by air; 20 by car	Total Y1&2
Airfare: \$350/person x 20 people	\$7,000
Mileage: avg 280 mi rt @\$0.55/mi x 20 people	\$3,080
M&I not covered at workshop: \$30pp x 40 people	\$1,200
Lodging: \$270/night x 3 nights x 40 people	\$25,200
Air travel parking & ground transportation: \$150pp x 20 people	\$3,000

[GSA.gov](https://www.gsa.gov)



### F3. Subsistence

During the convening in Boston, participants are budgeted for a working breakfast (with agenda) @\$X per person and a working lunch (with agenda) @\$X per person ( $\$X/\text{person per day} \times 2 \text{ days} = \$X/\text{participant} \times 44 \text{ participants} = \$X$ )

\*per diem meal costs estimated based off of 2019 per diem rates for Boston/Cambridge from GSA.gov; lodging costs are estimated based on rates negotiated by PI institutions with local hotels.

For youth programs, refreshments at \$4/person are requested as....

### F4. Other

Childcare is likely needed for X people for X days, at \$X/hour....

## Participant Support Budget Justification

Specify location & purpose

Itemize expense estimates

[GSA.gov](https://www.gsa.gov)

