Part 2 of 4

- Budget preparation, line by line, including budget justification (Lines A-F)
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)**
Budget categories, line by line
Budget Lines A-C: Personnel & Fringe Benefits

• 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
### 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. ;alsdjkf;aslkdjf;sdkljfds

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
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

E. Travel
Budget Line D: Equipment

- 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](http://gsa.gov) or your institution’s travel policy.
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)


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

Funds in the amount of $XXX are requested for travel for project team meetings and dissemination. **Estimates for travel are based on average costs to major cities that host professional conferences, using GSA.gov for hotel and meal per diem information.**

Estimated costs were calculated as: airfare at $600/trip, hotel at $250 per night, $65 per diem for meals, and ground transportation at $50 per trip. Actual amounts will comply with federal limits and regulations. *This can also be done as a table.*

Funds are requested for PI and community partner to attend the AISL Awardee meeting at NSF (2 nights/3 days): $600 flight + 2*250 hotel + 2(65*.75) M&IE travel days + 65M&IE $50 ground transportation=XXX

Travel funds are requested for PI and 2 graduate students to travel to the XXX conference. This will serve as a face-to-face project meeting for the to present results of XXX, supporting dissemination, and XXX. This travel is budgeted for 3 nights/days (1 day for project meeting, 1 day of presentations, 1 day of travel). Year 3 - $additional conference day is due to increased presentation responsibilities in this final project year. (Show calculation)

CoPI X and 3 youth will attend 1 additional conference (4 nights/days) to extend the dissemination to new audiences and grow new relationships in the field. *(Show calculation)*
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

• 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

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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

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

Explain compensation rate
Specify location & purpose

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/person per day x 2 days = $X/participant x 44 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....