# UAF BUDGET JUSTIFICATION

***Summary of Personnel and Work Efforts***

|  | ***Year 1*** | ***Year 2*** | ***Year 3*** | ***Year 4*** |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **FTE** | **FTE** | **FTE** | **FTE** |
| PI | J. Smith, UAF |  |  |  |  |
| Co-I | J. Smith, USC |  |  |  |  |
| Post Doc | J. Smith, UAF |  |  |  |  |
| Collaborator | J Smith, UAF |  |  |  |  |
| Graduate Student | J. Smith, USC |  |  |  |  |

[The table must have the names and role of all personnel necessary to perform the proposed effort, regardless of whether those individuals require funding. Proposals submitted by the lead institution should include all personnel from all collaborators.]

[For ROSES 2016 proposals this table should be removed, placed in a stand alone document, and inserted in the full proposal package after Biographical Sketches section.]

[**PLEASE NOTE:**

ROSES 2016 proposals require two versions of the budget justification and budget spreadsheet. 1) There is the normal full budget and justification, which are to be uploaded to NSPIRES as a single PDF in the document upload option of “TOTAL BUDGET”. The total budget will also be entered into the NSPIRES cover page, budget section.

2) NASA now requires a redacted version of the budget and budget justification as well. You are to remove any references to salaries, benefits, and F&A rates. The salaries text should be edited and only reference to personnel, number of hours, and personnel role/responsibility should remain. Delete the benefits section. Delete the F&A section. For the budget you will have to zero out the hours per person and make the F&A rate 0%. You will then hide the salaries and benefits section as well as the F&A lines. This will display a total request amount that will be different from the full budget. ]

Salaries:

348 hours (2.0 mos.) per year are requested for PI ‘last name’ (at $xx.xx/hour) to XXX. 174 hours (1.0 mo.) per year are requested for Co-PI ‘last name’ (at $xx.xx/hour) to XXX. Support is also budgeted for one graduate student (academic year and summer) to assist in compiling the data. For positions that are TBD the salary used is the lowest starting wage of the anticipated position.

Salaries include a leave reserve of 10.3% for faculty, 3.1% for postdocs ≤ 3 Years, 23.8% for professionals, 24.3% for crafts and trade employees, 19.9% for executive management, 19.9% for non-union faculty, and 24.0% for support (classified) staff. Salaries are listed at current FY18 rates and include an annual inflation increase of 2.0% for faculty, 2.5% for professionals and staff, and 1.9% for crafts and trade employees each year. Anticipatory increases have been included for Year 1 of the proposal.

***Alternative wording for PI or Co-I with $0.00***

Project will not be charged for time the PI ‘last name’ spends to administer the project.

Even though Co-I ‘last name’ will support the implementation of developed techniques and the processing of the SAR data, no time will be charged to this project as his salary is already covered by NASA.

Benefits:

Staff benefits are applied according to UAF’s Provisional FY18 fringe benefit rates. Rates are 31.1% for faculty salaries, 28.0% for postdocs ≤ 3 Years, 42.3% for professionals, 52.3% for crafts and trade employees, 28.0% for executive management, 28.0% for non-union faculty, 51.9% for support (classified) staff, 8.7% for adjunct faculty, 31.6% for extended temporary staff, and 8.6% for temporary staff and students (summers only for students). A copy of the rate agreement is available at <http://www.alaska.edu/cost-analysis/negotiation-agreements/>. $2,326 per year (AY16 rate of $847 for Fall and Spring semesters, and $632 for Summer only) is included for graduate student health care, with a 7.0% annual inflation increase. Anticipatory increases have been included for Year 1 of the proposal.

Equipment:

[It must explain the need for items costing more than $5,000 and describe the basis for estimated cost (i.e., competitive quotes were obtained, justification for sole source purchase, proposed cost based on previous purchases for same or similar item(s), cost data obtained from internet research, etc.).] [General-purpose equipment (i.e., personal computers and/or commercial software) is **not allowable** as a direct cost unless specifically approved by the NASA Award Officer. See GPG page 2-12 for more details.]

Funds are requested to purchase a scanning electron microscope ($5,500, quote attached) to analyze the samples collected during fieldwork. (note: items listed here must have a “life” of more than 1 year, and must cost more than $5,000 each)

Travel: [Note: Mexico and Canada are still considered as “Domestic” Travel for NASA]

*Domestic:* 2/2/4/2 trips per year, respectively, are requested for two individuals to travel to Nome, AK (placeholder, at $/ticket for airfare) to conduct fieldwork. One trip is budgeted per year for travel to San Francisco, CA (placeholder, at $/ticket for airfare) for one individual to attend the annual AGU conference, or similar conference venue, to meet with collaborators and present research results. Per Diem (meals/incidentals/lodging) is $160/day for Nome per UA Board of Regents regulations for Alaska in-state travel and $228/day for San Francisco. Reduced per diem of $XX/day is requested for travel to Bettles, AK for remote fieldwork where lodging and meals will be limited. Car rental is budgeted at $100/day (daily rate including taxes and fees). Airport shuttle service is budgeted in San Francisco at $25/trip. Ground transportation is budgeted at $100/traveler/trip for all travel locations.

*Foreign:* One trip in Year 2 is budgeted for one individual to travel to Tokyo, Japan (placeholder, at $/ticket for airfare) to meet with collaborators and discuss findings. Per Diem for Tokyo is $275/day. Ground transportation is budgeted at $100/traveler/trip for all travel locations.

An inflation rate of 10% per year has been included for all transportation costs. Anticipatory increases have been included for Year 1 of the proposal. All airfare cost data is based on Internet research from [www.kayak.com](http://www.kayak.com). All Per Diem is in accordance with GSA/JTR Regulations.

Commodities (Materials & Supplies):

Funds ($xx) are requested for field supplies such as data loggers and sample containers, and other general project supplies. Funds ($4,000) are requested for 2 project specific laptops that are essential for completion of the proposed research. The computers will be used exclusively for the proposed research activities and not for general business or administrative purposes.

Subawards:

A subaward will be made to the University of Tokyo ($125,000 over 3 years) for their portion of the research analyzing samples collected locally in Japan and comparing them to the Alaska samples. The University of Tokyo was selected because of their sole expertise in this field. A budget and narrative is attached for the subaward.

Participant Support:

Definition of Participant Support

*Federal:* Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Contractual Services and Other Direct Costs:

**Resident:**

Per UAF policy, resident tuition costs ($444 per credit for 9 credits per semester) are included for the graduate student as well as resident student fees at $716 per semester (academic year only). Student tuition and fees are listed at the AY16 rate with a 10% inflation increase per year. Anticipatory increases have been included for Year 1 of the proposal.

**Or, If International or Non-Resident:**

Per UAF policy, non-resident tuition costs ($907 per credit for 9 credits per semester) are included for the graduate student as well as non-resident student fees at $883 per semester (academic year only). Student tuition and fees are listed at the AY16 rate with a 10% inflation increase per year. Anticipatory increases have been included for Year 1 of the proposal.

$2,500 is requested for page charges/publication costs of the research findings. $500 per year is budgeted for toll/communication charges. $500 is included for shipping the samples to and from collaborators. $2,000 is requested for airlifting supplies to the field location per year. Funds are requested for further sample analysis by SampleCorp. Inc. at $50/sample. Funds are also proposed for the UAF Analysis Lab to verify the integrity of the samples at $2/sample. Funds ($X) are also requested for the AGU meeting registration fees (at AY15 rate of $455 per year per PI, and $295 per year per student with a 5.0% inflation increase per year). 10 days of Sikuliaq ship use are included for planned fieldwork at the CY16 Sikuliaq day rate of $51,781/day. The Sikuliaq day rate includes 35% F&A per UAF’s predetermined rate agreement. 10 hours of HAARP facility use are included at the FY17 rate of $5,000/hour. The HAARP facility hourly rate includes 26% F&A rate per UAF’s predetermined rate agreement for Off-campus research. UAF Machine Shop and Electronic Shop rates include a 10% inflation increase each year.

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for sponsored research at UAF is calculated at 50.5% (FY17–FY18 predetermined agreement) of Modified Total Direct Costs (MTDC).MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

***Please see alternative “Indirect Costs” paragraphs below as necessary:***

**Other Sponsored Activities:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for “other sponsored activities” at UAF is calculated at 37.2% (FY17–FY18 predetermined agreement) of the Modified Total Direct Costs (MTDC). MTDC includes Total Direct Costs minus tuition, stipends, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**PFRR:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for sponsored research at UAF is calculated at 50.5% (FY17–FY18 predetermined agreement) of Modified Total Direct Costs (MTDC); ***Poker Flat Research Range’s current rate is 26.7%.*** MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**Reduced, as per the RFP MTDC:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are calculated at 22.0% of the Modified Total Direct Costs (MTDC), as per the proposal guidelines. MTDC includes Total Direct Costs minus tuition, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**Reduced, as per the RFP TDC:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are calculated at 22.0% of the Total Direct Costs (TDC), as per the proposal guidelines.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**Off Campus Rate:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for off-campus research at UAF is calculated at 26% (FY17–FY18 predetermined agreement) of Modified Total Direct Costs (MTDC). Off-campus rates apply to sponsored projects where more than 50% of the university effort is conducted off-campus. Off-campus is defined as a facility which is not owned or leased by the institution, a facility leased by the institution where the lease costs are charged as direct costs to the award, or a temporary worksite (i.e. field location).The [majority/entirety] of this project will take place off campus at [enter location]. MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**State of Alaska Sponsored Research Rate:**

Indirect Costs:

Facilities and Administrative (F&A) Costs applicable to State of Alaska sponsored activities are agreed to in an ongoing MOU between UA and the State. The State of Alaska rate for sponsored research at UA is calculated at 25% (FY14–FY16 State negotiation agreement) of Modified Total Direct Costs (MTDC). MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**State of Alaska Instruction/Training Rate:**

Indirect Costs:

Facilities and Administrative (F&A) Costs applicable to State of Alaska sponsored activities are agreed to in an ongoing MOU between UA and the State. The State of Alaska rate for instruction and training at UA is calculated at 12% (FY17–FY18 State negotiation agreement) of Modified Total Direct Costs (MTDC).MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

**Sponsor Limited Rate:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for sponsored research at UAF is calculated at 50.5% (FY17–FY18 predetermined agreement) of Modified Total Direct Costs (MTDC). ***The F&A rate for this proposal is calculated at 8% per the solicitation requirements.*** MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, subaward amounts over $25,000, and equipment. A copy of the rate agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

The University of Alaska Fairbanks anticipates that, should this proposal be selected for award, the type of award instrument would be a [grant / cooperative agreement / fixed price contract] (mechanism normally stated in RFP).

***You need an F&A waiver if the rate is less than the 9% limit, or if the reduced rate is not specified in the RFP.***