# UAF BUDGET JUSTIFICATION

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.

*Waiver of Two-Month Rule (NSF):*

*[Edit waiver text to provide accurate reasoning for the individuals listed.]*

*UAF researchers do not have ‘typical’ 9-month contracts, but are to a large degree soft-funded, and thus must use research or other sources of funding for their salary support. Therefore, we specifically would like to request a waiver of the two-months-rule so that Dr. \_\_\_\_ may charge more than 2 months to NSF during any 12-month period.*

***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.

***For NSF Proposals***

UAF, as a state-controlled institution of higher education, defines "year" as the fiscal year period between July 1 and June 30 each year, in alignment with the State of Alaska.

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:

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:

*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 ($xxx) 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:

[Stipends, subsistence, and travel costs for participants not a part of UAF. The $$ for Participant Support is deducted from the total applied to the F&A recovery rate on when a sponsor specifies that Participant Support costs are allowable. However, one exception exists for NSF Participant Support where a 25% “Administrative Allowance” is allowed and should be calculated on REU Student Stipends only.]

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.

*NSF:* PAPP/GPG Section IIC.2.g.v, (v) Participant Support (Line F on the Proposal Budget): This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not employees) in connection with NSF-sponsored conferences, meetings, symposia, training activities and workshops.21 (See GPG Chapter II.D.7) For some educational projects conducted at local school districts, however, the participants being trained are employees. In such cases, the costs must be classified as participant support if payment is made through a stipend or training allowance method. The school district must have an accounting mechanism in place (i.e., sub-account code) to differentiate between regular salary and stipend payments. Generally, indirect costs (F&A) are not allowed on participant support costs. The number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal. Some programs, such as Research Experiences for Undergraduates, have special instructions for treatment of participant support. Additional information on the charging of participant support costs to an NSF award is available in AAG Chapter V.B.8.

Contractual Services and Other Direct Costs:

**Resident:**

Per UAF policy, resident tuition costs ($466 per credit for 9 credits per semester) are included for the graduate student as well as resident student fees at $696 per semester (academic year only). Student tuition and fees are listed at the AY17 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 ($979 per credit for 9 credits per semester) are included for the graduate student as well as non-resident student fees at $881 per semester (academic year only). Student tuition and fees are listed at the AY17 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 AY16 rate of $480 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 Sikuliq day rate of $54,434/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, rental/lease 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/>.

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

**Sponsored Instruction/Training:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are negotiated with the Office of Naval Research. The predetermined rate for sponsored instruction/training at UAF is calculated at 50.0% (FY17–FY18 predetermined agreement) of Modified Total Direct Costs (MTDC).MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, rental/lease 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/>.

**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, rental/lease costs, subaward amounts over $25,000, and equipment. A copy of the agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

**CIFAR:**

Indirect Costs:

CIFAR’s current cooperative agreement, NA13OAR4320056, is a five-year renewal of the original award NA08OAR4320751. As a renewal, Facilities and Administrative (F&A) Costs are those negotiated with the Office of Naval Research in 2008 when the original CIFAR cooperative agreement was approved. At that time indirect costs for sponsored research on the UAF campus were set at 45.1% of the Modified Total Direct Costs (MTDC). MTDC includes Total Direct Costs minus tuition, student health care costs, scholarships, participant support costs, rental/lease costs, subaward amounts over $25,000, participant support costs, and equipment. A copy of the agreement is available at: [FY08 Negotiated Rates for UAF](http://www.alaska.edu/cost-analysis/downloads/Negotiated/FY08-10_FA_Neg.pdf).

**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, rental/lease 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/>.

**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, rental/lease costs, subaward amounts over $25,000, and equipment. A copy of the agreement is available at: <http://www.alaska.edu/cost-analysis/negotiation-agreements/>.

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

Indirect Costs:

Facilities and Administrative (F&A) Costs are calculated at 30.0% of the Total Direct Costs (TDC), as per the proposal guidelines.

**Reduced, as per the RFP Total PROJECT Costs:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are calculated at 15% of the Total Project Costs (TPC), at an effective F&A rate of 17.647%, as per the proposal guidelines.

**CESU:**

Indirect Costs:

Facilities and Administrative (F&A) Costs are calculated at 17.5% of Modified Total Direct Costs (MTDC), per UAF's membership in the North and West Alaska Cooperative Ecosystems Studies Unit (NWA-CESU).MTDC includes Total Direct Costs minus tuition and associated fees, scholarships, participant support costs, rental/lease 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/>.

**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, rental/lease 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/>.

**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% (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, rental/lease 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/>.

**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, rental/lease 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/>.

**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, rental/lease 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/>.

**DoED 8% Rate:**

Facilities and Administrative (F&A) costs are calculated at 8.0% of the Modified Total Direct Costs (MTDC), as per the Education Department General Administrative Regulations (EDGAR). MTDC includes Total Direct Costs minus tuition, scholarships, participant support costs, rental/lease 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/>.

***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.***