



Writing the Proposal Budget

Antioch University
Institutional Advancement
May 2020

Writing the Proposal Budget

Getting
From This:



To This:



Writing the Proposal Budget



- Planning the Budget

- Writing the Budget



- The Budget Narrative



Planning the Budget





Planning the Budget: The Lifecycle

- Preaward: What will the project cost?
- Award: What adjustments do you need to make to the budget?
- Post-Award: Have you spent all the funding?
- Close-out: Does the Finance Office have all the necessary information?

Planning the Budget: Getting Started

- Start Early!
- Involve Others
- Follow the Directions



Planning the Budget: Essentials

Review the Funder's Guidelines To:

- Learn how much (or little) you can request
- Determine whether cost sharing is required
- Know what costs are and are not allowed
- Determine what budget format is required





Planning the Budget: Definitions

Costs Should Be: Allowable

- A cost is allowable to a project if:
 - The costs are reasonable;
 - The costs are treated consistently in like circumstances; and
 - The costs conform to any limitations of accepted cost principles or the those set by the funder

Planning the Budget: Definitions

Costs Should Be: Allocable

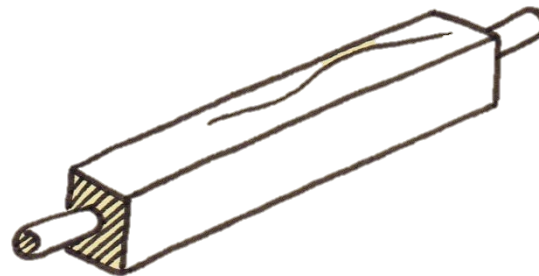
- After determining that a cost is allowable, it must also be allocable
- A cost is allocable to a project if the goods or services involved are chargeable or assignable in accordance with the relative benefits received by the project



Planning the Budget: Definitions

Costs Should Be: Necessary

- Necessary: needed for proper and efficient performance of the project



NEITHER EFFICIENT NOR NECESSARY

Writing the Budget



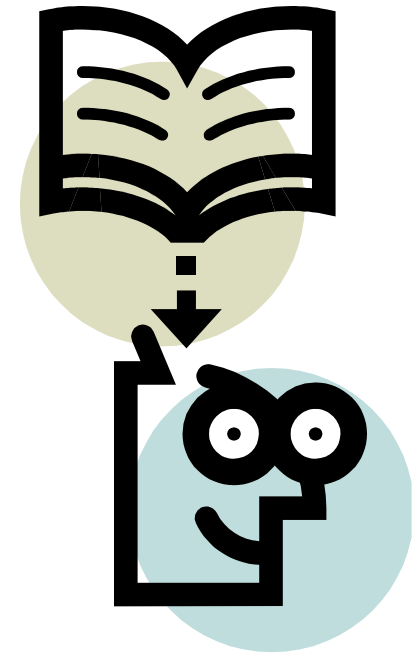
You Can Be a Budget Hero

Writing the Budget: Telling the Story

The Budget and Budget Narrative Tell the Story of Your Project

First and foremost, be organized and clear

- Each cost in a budget goes on its own line
- Explain every cost





Writing the Budget: Telling the Story

The Story Starts With What the Grant Funding Will Support:

- Personnel: who will work on the project and how much time will they spend on it?
- Materials and supplies: what will you need to do the project?
- Travel: will you need to go to other locations to carry out the project?

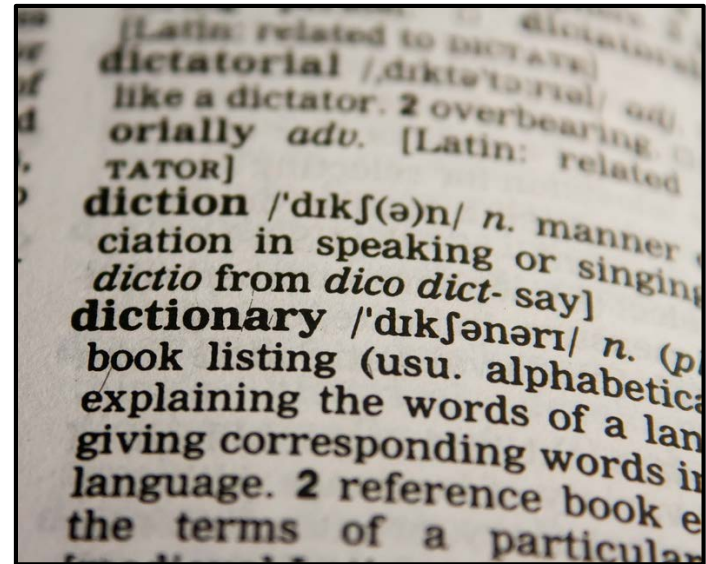
Writing the Budget: Telling the Story

- Equipment: will you need big-ticket items that cost \$5,000+?
- Tuition or scholarships:
how many students, and for how much?
- Other Costs: will you have publication costs, consulting services or contracts?
- In-Kind: do you expect donations of time or materials?



Writing the Budget: Definitions

- Direct Costs
- Indirect Costs
- Antioch's Indirect Cost Rate





Writing the Budget: Definitions

Direct Costs are:

Costs that can be identified specifically with a particular project, an instructional or institutional activity, or one that can be directly assigned to such activities relatively easily with a high degree of accuracy. These costs include expenditures for project personnel salaries and employee benefits, supplies, travel, equipment, telephones, and postage. All direct cost items must be included in the budget.



Writing the Budget: Definitions

Indirect Costs are:

Costs that cannot be identified specifically with a particular project or program. They include the costs of many services the university provides (administrative services, library, custodial, accounting/finance, and security) as well as building maintenance and depreciation, and utilities. These costs are often referred to as the overhead, or Facilities and Administrative Costs (F&A). Many funders do not allow or restrict the amount of indirect costs that can be included in a grant request.



Writing the Budget: Definitions

Antioch University Indirect Cost Rate:

- Antioch's indirect cost rate is 47% of modified total direct costs (MTDC)
- Modified Total Direct Costs are total direct costs excluding:
 - Capital expenditures (buildings, individual items of equipment over \$5,000, alterations and renovations)
 - The portion of each subaward in excess of \$25,000
 - Patient care
 - Rental/maintenance of off-site activities
 - Tuition remission, scholarships and fellowships

Writing the Budget: Telling the Story

Break the Budget Into 3 Categories

- Grant Request: costs the grant will support
- Other Funding or Cash Resources: other available funding that will support the activities of your project
- In-Kind Donations: time or materials for which payment isn't needed



Writing the Budget: Example

| Budget: Development of Effective Time Travel Method | Grant | Antioch | In-Kind | Totals |
|--|----------------|---------------|---------------|----------------|
| A. Salaries and Wages | | | | |
| Principal Investigator Dr. Emmett Brown @ 100% | 37,500 | 37,500 | | 75,000 |
| Graduate Assistant Marty McFly @ 100% | 10,000 | 10,000 | | 20,000 |
| Total Salaries and Wages | 47,500 | 47,500 | 0 | 95,000 |
| B. Fringe Benefits | | | | |
| PI @ 39.65% (includes FICA, UI, WC, med & ret) | 14,869 | 14,869 | | 29,738 |
| Grad Asst @ 14.65% (includes FICA, UI & WC) | 1,465 | 1,465 | | 2,930 |
| Total Fringe Benefits | 16,334 | 16,334 | 0 | 32,668 |
| C. Capital Equipment | | | | |
| 1981 DeLorean DMC-12: 1 @ \$27,900 + 12% tax and delivery charge | 31,248 | | | 31,248 |
| Total Capital Equipment | 31,248 | 0 | 0 | 31,248 |
| D. Materials and Supplies | | | | |
| Plutonium: 10 lbs @ \$5,000/lb | | | 50,000 | 50,000 |
| Office supplies | 200 | | | 200 |
| Fuel for time travel unit: 100 lbs @ \$1/lb | | | 100 | 100 |
| Laptops: 2 @ \$730 ea + 12% tax | 1,635 | | | 1,635 |
| Total Materials and Supplies | 1,835 | 0 | 50,100 | 51,935 |
| E. Travel | | | | |
| Domestic Travel: | | | | |
| Mileage between lab & test track for test runs: 2 miles R/T x 50 trips x .575/mile | 58 | | | 58 |
| Mileage for test runs: 1 mile x 50 test runs x .575/mile | 29 | | | |
| Foreign Travel for Grad Asst travel to Future: | | | | |
| Meals, lodging & incidentals: \$10/day x 10 days (donated by Baines Family) | | | 150 | 150 |
| Total Travel | 86 | 0 | 150 | 236 |
| F. Other Direct Costs | | | | |
| Advisory Group stipends: 15 @ \$100 ea. | 1,500 | | | 1,500 |
| Food for Advisory Group meetings: \$6/person x 15 people x 4 mtgs | 360 | | | 360 |
| Advisory Group meeting space: \$100/mtg x 4 mtgs | | | 400 | 400 |
| Tuition remission for Grad Asst: \$100/credit x 5 credits | | 500 | | 500 |
| Total Other Direct Costs | 1,860 | 500 | 400 | 2,760 |
| G. Total Direct Costs | 98,863 | 64,334 | 50,650 | 213,847 |
| H. Indirect Costs | | | | |
| Antioch: 47% of MTDC* | 31,779 | 30,002 | 23,806 | 85,587 |
| Total Indirect Costs | 31,779 | 30,002 | 23,806 | 85,587 |
| I. Total Project Budget | 130,642 | 94,336 | 74,456 | 299,433 |

Writing the Budget: Personnel

| Budget: Development of Effective Time Travel Method | Grant | Antioch | In-Kind | Totals |
|---|---------------|---------------|----------|---------------|
| A. Salaries and Wages | | | | |
| Principal Investigator Dr. Emmett Brown @ 100% | 37,500 | 37,500 | | 75,000 |
| Graduate Assistant Marty McFly @ 100% | 10,000 | 10,000 | | 20,000 |
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| Total Fringe Benefits | 16,334 | 16,334 | 0 | 32,668 |

Writing the Budget: Equipment/Supplies

| C. Capital Equipment | | | | |
|--|---------------|----------|---------------|---------------|
| 1981 DeLorean DMC-12: 1 @ \$27,900 + 12% tax and delivery charge | 31,248 | | | 31,248 |
| Total Capital Equipment | 31,248 | 0 | 0 | 31,248 |
| D. Materials and Supplies | | | | |
| Plutonium: 10 lbs @ \$5,000/lb | | | 50,000 | 50,000 |
| Office supplies | 200 | | | 200 |
| Fuel for time travel unit: 100 lbs @ \$1/lb | | | 100 | 100 |
| Laptops: 2 @ \$730 ea + 12% tax | 1,635 | | | 1,635 |
| Total Materials and Supplies | 1,835 | 0 | 50,100 | 51,935 |

Writing the Budget: Travel/Other

| E. Travel | | | | |
|--|--------------|------------|------------|--------------|
| Domestic Travel: | | | | |
| Mileage between lab & test track for test runs: 2 miles R/T x 50 trips x .575/mile | 58 | | | 58 |
| Mileage for test runs: 1 mile x 50 test runs x .575/mile | 29 | | | |
| Foreign Travel for Grad Asst travel to Future: | | | | |
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| Advisory Group meeting space: \$100/mtg x 4 mtgs | | | 400 | 400 |
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Writing the Budget: Totals

| | | | | |
|--------------------------------|----------------|---------------|---------------|----------------|
| G. Total Direct Costs | 98,863 | 64,334 | 50,650 | 213,847 |
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| Total Indirect Costs | 31,779 | 30,002 | 23,806 | 85,587 |
| I. Total Project Budget | 130,642 | 94,336 | 74,456 | 299,433 |

REMEMBER



Planning & Writing the Budget: Recap

- Start EARLY
- Involve others who will need to provide input or approval: colleagues, department chair, provost, grants office
- Read the RFP and the funder's guidelines and follow the directions
- Be sure you know what costs are allowed
- Check whether cost sharing is required



Planning & Writing the Budget: Recap

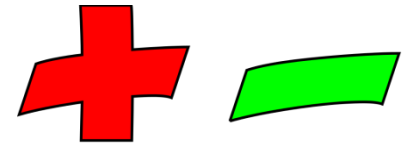
- Use the funder's specified budget form or format
- Show clearly what you're requesting and what the University is cost sharing
- Include all the costs of the program or project you're proposing
- Make sure your costs are:
 - 1) necessary and reasonable
 - 2) allowable & allocable



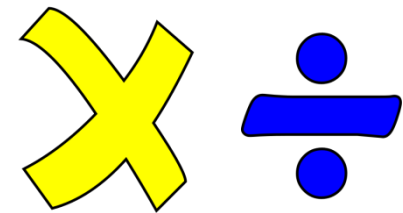
Planning & Writing the Budget: Recap

- Show the basis for your numbers (GSA per diem, average airfare, vendor quotes, etc.)

- Describe each cost clearly



- Make sure your MATH is accurate

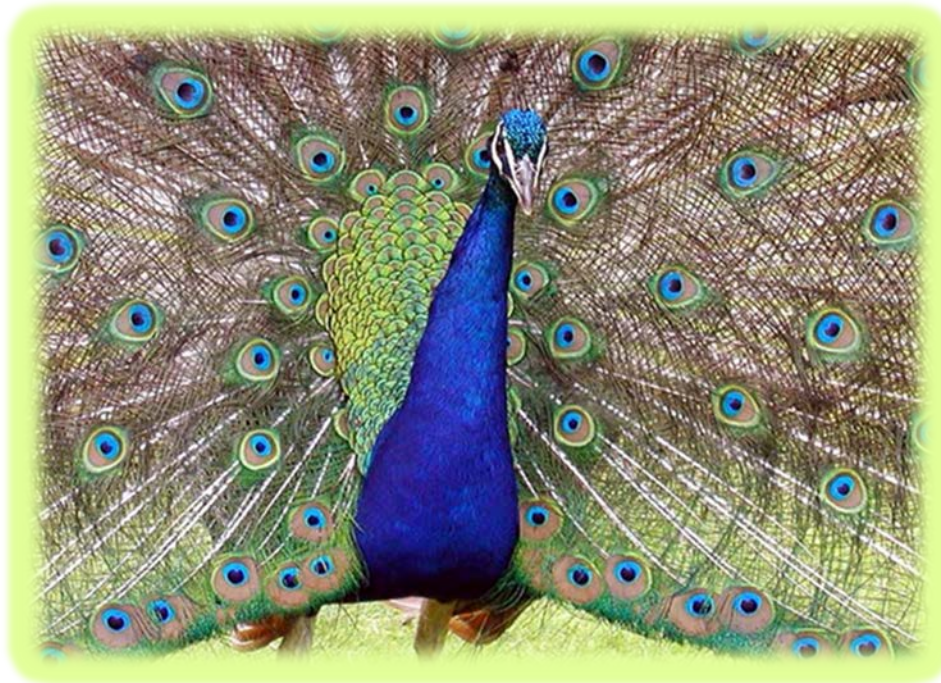


- Tell the story of your project through the budget: if it's in the your narrative, explain it in your budget, and vice versa

- Include in-kind donations

THE BUDGET NARRATIVE

Illustrate Your Budget



The Budget Narrative: Illustrate the Budget

- The budget narrative explains and justifies every cost and provides credibility for your budget
- Use clear, succinct, plain language
- Organize it to follow your line item budget
- If possible, use a table format

EXPLAIN
THIS





The Budget Narrative: Illustrate the Budget

- Repeat the numbers used in the budget and include additional explanation as needed
- Where possible, draw connections between your goals/objectives and the budget
- The level of detail you can provide varies by funder
 - be as comprehensive as possible within the funder's limits

The Budget Narrative: Personnel

Antioch University Development of Effective Time Travel Method Budget Narrative

| Personnel | | | |
|---|---------------|---------------|---------|
| Principal Investigator Dr Emmett Brown: will have overall responsibility and direction of the project, including designing and implementing method for time travel, supervising the Graduate Assistant, conducting time travel trials, selecting and managing the Advisory Group, managing the budget, and submitting interim and final reports. | | | |
| Graduate Assistant Marty McFly: will collect and organize data, support data analysis, provide support for Advisory Group meetings, and provide input for interim and final report. | | | |
| | Requested | Antioch | In-Kind |
| Brown @ 100% @ \$75,000 | 37,500 | 37,500 | |
| McFly @ 100% @ \$20,000 | 10,000 | 10,000 | |
| Total Personnel | 13,750 | 10,000 | |

| Fringe Benefits | | | |
|--|---------------|---------------|---------|
| Project Director: FICA @ 7.65%; unemployment insurance @ 5%; Worker's Compensation @ 2%; health & life ins @ 19%; retirement @ 6% | | | |
| Graduate Fellow: FICA @ 7.65%, unemployment insurance @ 5%; Worker's Compensation @ 2% | | | |
| | Requested | Antioch | In-Kind |
| Brown: 43.3% x \$3,000 | 14,869 | 14,869 | |
| McFly: 14.65% x \$10,000 | 1,465 | 1,465 | |
| Total Fringe Benefits | 16,334 | 16,334 | |

The Budget Narrative: Equipment/Supplies

Capital Equipment

DeLorean DMC-12: cost based on current pricing on www.deloreansforu.com and includes 12% tax. This make and model has been selected as it is uniquely suited to allowing the modifications necessary for conversion to a time travel unit and for achieving the velocity required to make leaps to the past or future.

| | Requested | Antioch | In-Kind |
|--------------------------------|---------------|---------|---------|
| 1981 DeLorean DMC-12 | 31,248 | | |
| Total Capital Equipment | 31,248 | | |

Supplies

Plutonium: 10 lbs.; in-kind donation from government of Libya; value based on pricing on: www.undergroundnuclearfuels.com

Office supplies: paper, notebooks, pens, based on rates at www.staples.com

Fuel for time travel unit: will be donated by Hill Valley Recycling Center; value based on cost per pound charged by the recycling center

Laptop computers: for the PI and the Graduate Assistant; 2 Dell Inspiron i5491-7701SLV 2-in-1 14" Notebook, Intel i7, 12GB Memory, 512GB SSD: https://www.staples.com/dell-inspiron-i5491-7701slv-2-in-1-14-notebook-intel-i7-12gb-memory-windows-10-846y9/product_24420593

| | Requested | Antioch | In-Kind |
|---------------------------------------|--------------|---------|---------------|
| Plutonium: 10 lbs @ \$5,000/lb | | | 50,000 |
| Office supplies | 200 | | |
| Fuel: 100 lbs. @ \$1/lb. | | | 100 |
| Laptop computers: 2 @ \$730 + 12% tax | 1,635 | | |
| Total Materials & Supplies | 1,835 | | 50,100 |

The Budget Narrative: Travel

| Travel | | | |
|---|-----------|---------|------------|
| Domestic travel: mileage for travel between lab and test track for test runs and for the test runs; mileage rate based on GSA rates as of January 1, 2020 | | | |
| Foreign travel: all foreign travel will take place on US flag carrier (DeLorean DMC-12 for travel to future); meals, lodging and incidentals for Graduate Assistant while visiting The Past donated by the Baines Family; rates based on approximate costs circa 1955. | | | |
| | Requested | Antioch | In-Kind |
| Domestic Travel: travel between lab & test track: 2 miles R/T x 50 trips x .575/mile | 58 | | |
| Domestic Travel: test runs: 1 mile x 50 test runs x .575/mile | 29 | | |
| Foreign travel (to The Past): meals, incidentals & lodging: \$15/day x 10 days | | | 150 |
| Total Travel | 86 | | 150 |

The Budget Narrative: Other Direct Costs

Other Direct Costs

Advisory Group: will provide input on methods, instruments, best ways to connect with Past and Future community members and other support as needed; will meet quarterly during the 1-year project period in the Hill Valley Community Center.

Space for Advisory Group meetings: will be donated by Hill Valley Community Center; based on standard room rental rate

Tuition remission: Graduate Assistant will receive tuition remission of \$100/credit for 5 credits

| | Requested | Antioch | In-Kind |
|---|--------------|------------|------------|
| Advisory Group stipends: 15 @ \$100 ea. | 1,500 | | |
| Food for Advisory Group meetings: \$6/person x 15 people x 4 mtgs | 360 | | |
| Space for Advisory Group meetings | | | 400 |
| Tuition remission: \$100/credit x 5 credits | | 500 | |
| | | | |
| Total Other Direct Costs | 1,860 | 500 | 400 |

The Budget Narrative: Totals & Indirect

| TOTAL DIRECT COSTS | | | |
|--------------------|-----------|---------|---------|
| | Requested | Antioch | In-Kind |
| | 98,863 | 64,334 | 50,650 |

Indirect Cost

Indirect cost @ 47% of modified total direct costs and excludes capital equipment and tuition remission:

Requested base: \$98,863 - \$31,248 (DeLorean) = \$67,615

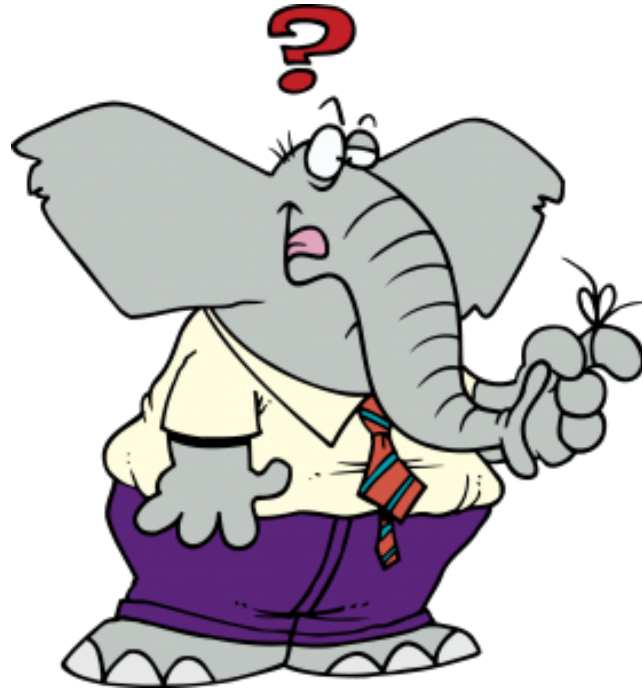
Antioch base: \$64,334 - \$500 (tuition remission) = \$63,834

In-Kind base: \$50,650

| | Requested | Antioch | In-Kind |
|----------------------------|-----------|---------|---------|
| Total Indirect Cost | 31,779 | 30,002 | 23,806 |

| | Requested | AUNE | In-Kind |
|---------------------|-----------|--------|---------|
| TOTAL BUDGET | 130,642 | 94,336 | 74,456 |

REMEMBER



The Budget Narrative: Recap

- Provide enough detail so that a reviewer can understand your project from the budget and budget narrative
- Make sure your budget narrative provides accurate, credible detail
- Wherever possible, show how a cost supports goals and objectives





The Budget Narrative: Recap

- Be clear, organize it to follow your budget and use the funder's format
- Use the same numbers as the budget
- Provide source information for your costs
- Use GSA per diem and mileage rates where appropriate and actual costs for other travel-related items

Resources





Writing the Proposal Budget: Resources

Grants and Foundation Relations web page:

- <https://www.antioch.edu/resources/general-information/grants-foundation-relations/>

GSA rates:

- Per diem rates(lodging, meals, incidentals):
www.gsa.gov/travel/plan-book/per-diem-rates
- Mileage reimbursement:
www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates

Fly America Act:

- <https://www.fic.nih.gov/Grants/Pages/Foreign-Travel.aspx>



Writing the Proposal Budget: Resources

Tips for improving your budget:

- <https://getfullyfunded.com/8-tips-to-strengthen-your-grant-budget/>
- <https://www.dhleonardconsulting.com/10-tips-for-grant-budgets/>

Tips for improving your budget narrative:

- <https://bizfluent.com/how-6551802-write-budget-narrative-grant.html>
- <https://www.research.colostate.edu/osp/2019/07/10/how-to-build-credibility-with-your-budget-narrative/>



Writing the Proposal Budget: Resources

GrantSpace free online courses (registration required):

- <https://grantspace.org/training/search/format/on-demand/>

The Grantsmanship Center, Inc. Proposal Writing and Grantseeking blogs:

- <https://www.tgci.com/taxonomy/term/29>



Ready to Write a Budget?

Contact me for Resources, Tools and Assistance:

Lisa Farese

Director, Grants and Foundation Relations

603-283-2102

lfarese@antioch.edu