**BUDGET NaRRATIVE[[1]](#footnote-2)**

1. **Personnel SUMMARY:** List costs solely for all personnel participating in this role. Identify positions to be supported. Key personnel should be identified by name and title. All other personnel should be identified either by title or a group category. State the amounts of time (e.g., % of time) to be expended, the base pay rate (or composite base pay rate for group category), total direct personnel compensation, and describe their role in the project. All other personnel costs (for prime's subrecipients or other contractual efforts of the entity preparing this budget) must be included under F. Contractual. This includes all consultants and FFRDCs.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel Expenses** | | | | | | |
| **No** | **Name** | **Job Title** | **Description/Role** | **Annual Salary** | **% Time Spent** | **Amount** |
| 1 | Jane Doe (example) | Director, Technology Development | Facilitate Roadmap development & Project Call process, and oversee program management of the X Institute's project portfolio. | $170,000 | 85% | $144,500 |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **Total** | | | | | | $144,500 |
|  | **Federal Request** | | | | | $100,000 |
| **Additional Explanations/Comments (as necessary)** | | | | | | |
|  | | | | | | |

1. **Fringe Benefits:** Fringe benefits should be identified separately from salaries and wages and based on rates determine by organizational policy (e.g., FICA, Workers compensation, insurance, etc...) The items included in the fringe benefit rate (health insurance, parking) should not be charged under another cost category. If all employees receive the same fringe benefits, you can show "Total Personnel" in the Labor Type column instead of listing out all personnel separately. The rates and how they are applied should not be averaged to get one fringe cost percentage. The fringe benefit rate should be applied to both the Federal Share and Recipient Cost Share.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fringe Benefits** | | | | | |
| **No** | **Position/Title/Group** | **Component** | **Computation** | **Annual Salary** | **Amount** |
| 1 | Staff | FICA, Unemployment, Retirement, Health insurance, accrued vacation | 33.00% \* base salaries | $476,979.75 | $157,403.32 |
| 2 | Post-Doctorals/students | FICA, Unemployment, Health insurance, tuition reimbursement | 19.30% \* stipend | $250,000 | $48,250.00 |
| 3 |  |  |  |  |  |
| **Total** | | | | | $205,653.32 |
| **Federal Request** | | | | | $102,000.32 |
|  | | | | |  |
| **Additional Explanations/Comments (as necessary)** | | | | | |
|  | | | | | |

1. **Travel:** Provide itemized travel details including number of people, purpose of the travel, destination, and proposed dates or number of travel days. Be sure to include travel for twice annual Institute meetings in the budget. Identifying total Foreign and Domestic Travel as separate items. Purpose of travel are items such as professional conference, NIST sponsored meeting, project management meeting, etc. All listed travel must be necessary for performance of the Statement of Project Objectives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel Expenses** | | | | | |
| **No** | **Purpose of Travel** | **Destination** | **Item** | **Computation** | **Amount** |
| 1 | NNMI Network Mtg | Washington, DC | Airfare | $200/flight x 4 staff | $1600 |
|  |  |  | Hotel | $190/night X 3 nights x 4 staff | $2280 |
|  |  |  | Per Diem (meals and incidentals | $71/day x 4 staff x 3 days | $852 |
| 2 |  |  |  |  |  |
| **Total** | | | | | $4732 |
| **Federal Request** | | | | | $3000 |
|  | | | | | |
| **Additional Explanations/Comments (as necessary)** | | | | | |
|  | | | | | |

1. **Equipment:** Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year. Further definitions can be found at 2 CFR 200.33. Any items that do not meet the threshold for equipment can be included under the supplies line item.

List all proposed equipment separately and justify its need as it applies to the Statement of Project Objectives. General Purpose Equipment (not specific to the project, e.g., personal computers, copy machines) is not eligible for support under this budget category, but may be considered as part of indirect costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Expenses** | | | | |
| **No** | **Equipment** | **Description\*** | **Computation** | **Amount** |
| 1 | Video Conferencing system | Allows for two-way video and audio communication to facilitate face-to-face meetings at different locations; as a result will reduce travel expenses among members | $5500 x 1 | $5500 |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **Total** | | | | $5,500 |
| **Federal Request** | | | | $5,000 |
|  | | | | |
| \* **For custom built, list each component.** | | | | |
| **Additional Explanations/Comments (as necessary)** | | | | |
|  | | | | |

1. **Supplies:** Supplies are generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found at 2 CFR 200.94. For this purpose, a computing device constitutes a supply if the acquisition cost is less than the lesser of the capitalization level established by the Recipient (or Sub-Recipient) for financial statement purposes or $5,000, regardless of the length of its useful life. See also 2 CFR §§ 200.20, Computing devices; 200.314, Supplies; and 200.453, Materials and supplies costs.

List all proposed supplies and briefly justify the need for the item(s) for the completion of the proposed project. Note that Supply items must be direct costs to the project at this budget category, and not duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplies Expenses** | | | | |
| **No** | **General Category of Supplies** | **Justification of need** | **Computation** | **Amount** |
| 1 | Laptop computer | Laptops are need for both project work and presentations. | $2000 x 4 | $8000 |
| 2 | Office Printers | Printer needed for project work, reports, etc | $700 x 4 | $2800 |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **Total** | | | | $10,800 |
| **Federal Request** | | | | $ 8,000 |
|  | | | | |
| **Additional Explanations/Comments (as necessary)** | | | | |
|  | | | | |

1. **Contractual:** Each contract or subaward should be treated as a separate item. Describe the services provided and the necessity of the subaward or contract to the successful performance of the proposed project. Costs related to audits and certifications should be included in the budget and may be paid by Federal or cost-share funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractual Expenses** | | | | |
| **No** | **Contractor/Sub-Recipient/Organization** | **Purpose/Task** | **Computation** | **Amount** |
| 1 | STTraining Inc. | Training for customized software modules for workforce development program | $5,100 x 1 | $5,100 |
| 2 | Audit Company | Program Audits for years 1, 3, and 5[[2]](#footnote-3) | $5,000/yr | $15,000 |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **Total** | | | | $20,100 |
| **Federal Request** | | | | $15,000 |
|  | | | | |
| **Additional Explanations/Comments (as necessary)** | | | | |
|  | | | | |

**H. Other:** Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs must not be included in the indirect costs (for which the indirect rate is being applied for this project). Examples are: workforce development or trainee costs, equipment costs less than $5000, meetings within the scope of work, printing costs, etc. which can be directly charged to the project and are not duplicated in indirect costs (overhead costs).

While construction costs for new buildings or extensive renovations of existing buildings are not allowed; costs for the construction of experimental research and development facilities to be located within a new or existing building are allowable provided the equipment or facilities are essential for carrying out the proposed project and are approved in advance by the NIST Grants Officer. These types of facility costs may need to be prorated if they will not be used exclusively for the research activities proposed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Direct Costs** | | | | |
| **No** | **Item** | **Description\*** | **Computation** | **Amount** |
| 1 | Rent | Office & Lab space | $3,500/month x 12 months | $42,000 |
| 2 | Utilities | Utility expenses | $900/month x 12 months | $10,800 |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **Total** | | | | $52,800 |
| **Federal Request** | | | | $15,800 |
|  | | | | |
| **\* Materials, Publications, Consultant, Computer Services, Equipment/Facility Rental, A&R, trainee/workforce development expenses, other** | | | | |
| **Additional Explanations/Comments (as necessary)** | | | | |
|  | | | | |

**H. INDIRECT COSTS:** If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency. If the rate was not established by a cognizant Federal audit agency, provide a statement to this effect. If an indirect cost rate has not been established with a cognizant Federal audit agency, the Institute will be required to obtain such a rate in accordance with the Department of Commerce Financial Assistance Standard Terms and Conditions available at: <http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_12_26_2014.pdf>.

Alternatively, in accordance with 2 CFR § 200.414(f), organizations that have never received a negotiated indirect cost rate may elect to charge indirect costs to a NNMI award pursuant to a de minimis rate of 10 percent of modified total direct costs (MTDC), in which case a negotiated indirect cost rate agreement is not required. Institutes proposing a 10 percent de minimis rate pursuant to 2 CFR § 200.414(f) should note this election as part of this section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indirect Costs** | | | | | |
| **No** | **Indirect Cost Type (Salary & Wages, Modified Total Direct Costs, Other - explain)** | **Indirect Cost Rate (%, also known as Facilities & Administrative Costs)** | **Indirect Cost Base ($)** | **Amount** | |
| 1 |  | 64% on site research | $476,979.75 | $305, 267.04 | |
| 2 |  | 26% off-site research |  |  | |
| 3 |  | 46.2% on-site for instruction | $250,000 | $115,500.00 | |
| 4 |  |  |  |  | |
| **Total** | | | | $420767.04 | |
| **Federal Request** | | | | $200,000.00 |
|  | | | | | |
| **Additional Explanations/Comments (as necessary)**  **\*IMPORTANT:**  Please use this box (or an attachment) to further explain how your total indirect costs were calculated. If the total indirect costs are a cumulative amount of more than one calculation or rate application, the explanation and calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). | | | | | |
|  | | | | | |

1. A Budget Narrative must be provided by the applicant. The applicant may want to consider providing the information as presented in this example or in an alternative format of the applicant’s choice to further illustrate the proposed financial resources. NIST will use this information to evaluate the merits of a Full Application. [↑](#footnote-ref-2)
2. Depending on the applicant’s accounting system, the cost for audits may be a direct cost (contractual) or be included in the indirect cost structure. [↑](#footnote-ref-3)