



RESEARCH ADMINISTRATION
SERIES:
SESSION 2
BUDGET PREPARATION
WORKSHOP



Amber Jensen
Sarah Marcotte
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What we are covering today:

- Proposal Announcement
- Proposal Docs
- Budget & Budget Justification
- Routing & Submission

General Proposal Rules

- Applications must be submitted through the university.
- Awards are made to the UW, not the PI.
- Sponsor guidelines must be followed.
- Direct costs must be directly related to the project.
- The proposal becomes part of the terms and conditions of an award.
 - *Effort commitments, statement of work, and project aims become contractual obligations at award.*

Finding Funding:Databases and Resources

<https://www.rsp.wisc.edu/funding/>

Frequently Accessed Pages

- Staff Contacts
- Accountant Search
- Award Search
- Budget Development Tools
- Careers @ RSP
- Check Routing
- Compliance
- Cost Sharing
- Cost Transfer Policy
- Database Queries
- Effort Reporting
- Forms
- Frequently Used Data
- Gifts
- No Cost Extension
- Policies & Procedures
- Rates
- Salary Cap
- Sub-Agreements
- Training
- RSP Use Only

Award Statistics FY16

Total Awards	\$1195.2M
Federal Awards	\$685.3M
Non-Federal Awards	\$510.2M
Research Expenditures	4th (FY14)

[Data Update](#)

Finding Funding
Page updated: October 29th, 2016

Please Note
It is up to the individual researcher to identify any restrictions, determine eligibility, etc. before submitting a proposal.

UW-Madison subscribes to these resources for locating funding:

GrantForward Formerly Illinois Research Information Services (RIS)	The GrantForward Funding Opportunities database contains records for over 9,000 federal and non-federal funding opportunities in the sciences, social sciences, arts and humanities.
InfoEdSPIN	InfoEdSPIN is a database of over 45,000 funding opportunities from more than 10,000 global sponsors.
PIVOT Formerly Community of Science (COS)	PIVOT provides global and local connections that strengthen research by exploring new avenues for funding and collaboration.

UW Funding Sources:

CALS Research Division Opportunities	CALS maintains a database of over 600 funding opportunities.
ICTR	UW Institute for Clinical and Translational Research
UW-Madison Memorial Library Grants Information Center	An easy to use, comprehensive website for funding opportunities.
UW-Madison VCRGE	Programs with limited UW submission.
UW-Madison School of Medicine	Active in all aspects of basic, clinical, translational and public health research.

Other Funding Sources:

Grants.gov	A source to find and apply for federal grants.
NIH	The largest single sponsor of UW funding.
NSF	National Science Foundation funding information.
Proposal Central	An e-grant making website shared by many government, non-profit, and private grant-making organizations.
Wisconsin GrantWatch.com	State of Wisconsin funding sources.

First Things First – Plan Ahead!

- PI must be up to date on UW Compliance requirements.
- Allow ample amount of time for approvals & routing.
- Check that PI, key personnel, and anyone assisting with proposal preparation have accounts/access in necessary system(s)
- There will be plenty to do at the last minute – do as many things as you can right away.

Proposal announcement– Key Information

- Application deadline
- How to apply
- Applicant Criteria (eligible institutions, PI eligibility, limit on # of applications per institution)
- Budget (Limits? Restrictions? F&A?)
- Allowable project period
- Proposal formatting (page limits, font, margins)

Other proposal documents

- Data Management Plan: <http://researchdata.wisc.edu/>
- Responsible Conduct of Research:
<http://www.grad.wisc.edu/research/policyrp/rcr/index.html>
- Current and Pending support
 - *Pay close attention to effort commitments and totals*
- Facilities and Equipment
- Biosketches/CV
- Mentoring Plan
- And of course... the *Scope of Work*

Definitions

- Cost Accounting Standards (CAS)
 - *Allowable*
 - *Allocable*
 - *Applicable*

 - *Cost Accounting Guidelines – Allowable Indirect Costs:*
https://www.rsp.wisc.edu/policies/costaccounting/allowable_directcosts.html

Budget Building Tools

- Spreadsheets
 - *RSP*
 - Standard Spreadsheet
 - SF424 spreadsheet
 - Standard Spreadsheet with NIH Modular component
 - *Dean's Office*
- Cayuse

Direct Costs

- Salaries –
<https://www.rsp.wisc.edu/services/admin/slookup.cfm>
- Fringe benefits – www.rsp.wisc.edu/rates/index.html
- Equipment
- Travel –
<http://www.bussvc.wisc.edu/acct/policy/travel/trpol.html>
- Other allowable and allocable expenses directly related to the project
- Materials and supplies
- Publications
- Consortium/Contractual/Subaward
- Tuition Remission

Collaborations:

- UW Cross Colleges
 - *Key personnel from other colleges/schools require approval for their effort.*
 - *WISPER approval request should be completed. See <https://www.rsp.wisc.edu/policies/reqapprovals.html> for information and instructions.*
- Collaborations with other Institutions (subawards)
 - *Approved proposal for their participation in this proposal. Including letter of commitment signed by authorized official, scope of work, budget, budget justification and any agency specific requirements.*

Subrecipient vs. Contractor

Subrecipient

- Performance measured against whether the objectives of the federal program are met
- Has responsibility for programmatic decision making
- Has responsibility to adhere to applicable federal program compliance requirements
- Would publish with the PI

Contractor/Vendor

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Operates in a competitive environment
- Provides goods or services that are ancillary to the project

<https://www.rsp.wisc.edu/awardmgt/subagmts.html>

Indirect (F&A) Costs

- Must be requested at the maximum rate allowed by the sponsor, up to the university's negotiated rate
- Consult your dean's office before using any rate other than the negotiated rate for research
 - *The UW may accept a lower F&A rate if Sponsor is a not-for-profit or government organization & policy is written and applies to all awardees.*
- The UW's indirect cost rate is set by DHHS, and applying it consistently is required by federal regulations.

Indirect (F&A) Costs

www.rsp.wisc.edu/rates/index.html

Source of Funds	Applicable To	F&A Rate
Federal, Non-Direct Federal, For Profit Entities, Non-Profit Entities, Non-Federal governmental agencies	Research	53.0% of MTDC
	Public Service	36% of MTDC
	Instruction	50% of MTDC
	Primate Center non-PS1 Grants	53.0% of MTDC
	Primate Center P-51 Core Grant	37.0% of MTDC
Commercially Sponsored Clinical Trials	Clinical Trials	28% of TDC
All Sources	All Off Campus Programs	26% of MTDC
Governmental Agencies within the State of WI*	DHFS, DOA, DWD, DOT, DNR, DATCP, Dane County, Madison School Districts & Other State of WI governmental units	15% of TDC
	DPI, WI Tech College System	8% of TDC

*Applications to a State of WI agency which are part of that agency's application to another Sponsor should include the full University Rate listed in the first section above. The state rate should only be used when the State Agency has already received the funding (i.e. Block Grant) and is passing a portion of the existing funding on to the University.

*All applications to State of WI Agencies must include F&A costs with a footnote stating, "If funded with State GPR funds or other nonfederal funds which by program or policy do not allow, F&A costs should be excluded from the award."

Calculating F&A: MTDC

- MTDC (Modified Total Direct Costs) is
 - *The sum of your Direct Costs, Less*
 - Equipment with a useful life of more than 1 year and an acquisition cost of \$5,000 or more
 - Tuition Remission
 - For each Subcontract, the amount of their aggregated total that exceeds \$25,000
 - Rental and Lease
 - Patient Care
 - Scholarships and Fellowships

Calculating F&A: TDC

- TDC (Total Direct Costs) is
 - *The sum of your Direct Costs*
 - *No exclusions applied*
- In general, use when the sponsor's allowable indirect cost rate is lower than our negotiated rate. (in some instances, sponsors may specify indirect cost exclusions)

Cost Share

- Cost Share
- Matching
- In-kind
- Institution Commitment
- Volunteer Effort

Budget justification

- Justification of the budgeted expenses
- Expenses must be allowable
- Show as much detail as possible
 - *% of or person months effort for each person (what you list here is a commitment!)*
 - *% fringe for each person*
 - *Travel information including rates, where, how, how long and how many people*
 - *Specific supplies*

Putting the Pieces Together: Proposal Routing

WISPER

- At least one week prior to the deadline, route WISPER record to your dean's office. Be sure to include/complete:
 - *Proposal Due Date, Proposal title and project dates, Sponsor information, PI signature, Chair approval*
 - *Attachments: Call for proposals, Budget, Budget justification, Scope of Work*
- Utilize the submission instructions (General tab) and Comments (Comments and Attachment tabs)

<https://www.rsp.wisc.edu/WISPER/>

Budget workshop

- Budget building tools
- Direct costs vs. Indirect costs
- Budget justification

Questions

- Amber Jensen: amber.jensen@wisc.edu
- Sarah Marcotte: sarah.marcotte@wisc.edu