

Deep Dive: Budgeting

For Spalding University



Agenda

- ▶ Things to Consider
 - ▶ Possible restrictions
- ▶ Federal Guidance, Code of Federal Regulations
- ▶ Indirect Expenses
- ▶ Program Budget Samples
- ▶ Budget Justification
- ▶ Budget Justification Samples

Budget considerations

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

Think “would a reasonable person include this expense or pay the price we have allocated?”

- ▶ For example: Is it reasonable to attend a conference on your subject-matter in Hawaii? Maybe, if that is truly the best and/or only conference available. However, it is not reasonable or necessary to fly first-class and stay at a luxury resort on the beach while attending the conference.

Funding Caps and Suggested Budget

- ▶ Most government grants provide a Funding Cap (or, the maximum amount you can request for your project).
 - ▶ This may be a cap per year: ex. TRIO McNair Postbaccalaureate Achievement Program “maximum award amount is \$261,888” per year of a five-year program
- Or
- ▶ This may be a total budget cap: ex. National Endowment for the Humanities “Award Amounts up to \$150,000 with a Period of Performance of one to three years”
- ▶ Foundation grants usually do not have a funding limit, however it is up to you and the Advancement Team to determine an appropriate request amount
 - ▶ This may be determined based on average gift size from the foundation or through conversation with a program officer

Funding Restrictions : Example

Funding Restrictions - National Endowment for the Humanities

Awards made under this notice may not be used for the following purposes:

- ▶ projects centered on pedagogical theory and strategies, or research on educational methods, tests, or measurements
- ▶ the cost of replacement teachers or compensation for faculty members performing their regular duties
- ▶ the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- ▶ tuition fees for participants (tuition remission)
- ▶ the cost of travel associated with scholarly research unrelated to the project
- ▶ advocacy of a particular program of social or political action
- ▶ support of specific public policies or legislation
- ▶ lobbying
- ▶ projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

Funding Restrictions : Example

Council on Postsecondary Education

- ▶ Grant funds are not to be used for payments to administrators and executives of colleges and universities.
- ▶ Equipment Usage and Consumable Supplies: Funds expended on equipment usage and consumable supplies must not exceed 15% of the total project budget.
- ▶ Fees to External Consultants: Consulting assistance would generally include, but not be limited to, hiring chaperones, instructors or student staff.
- ▶ Other Direct Costs: Approval of expenditures for Other Direct Costs is at the discretion of the proposal evaluation committee. These costs must be specifically identified and justified in the project budget. Funds expended on field trips, community-building activities and other group activities must include an educational component and collectively must not exceed 10% of the total project budget.
- ▶ Indirect costs will not be permitted

Indirect Expenses

- ▶ Indirect costs are costs added to the direct costs of a budget and are intended to support administrative costs not easily tied to the budget.
- ▶ Indirect Expense Allocation: 30% Department / 30% OSPRe / 40% University
- ▶ Example:

Item	Cost
PI/PD Salary	\$5,000
Student Stipends	\$20,000
Office Supplies	\$1,000
Travel	\$2,000
Total Direct Expenses	\$28,000
Indirect Expenses (10%)	\$2,800
Total Project Expenses	\$30,800

All costs required to complete project

Total grant or contract request

Total Indirect = \$2,800

\$840 - 30% for your Department
\$840 - 30% for OSPRe
\$1,120 - 40% for Spalding University

Program Budget Template

Template available on the OSPRe website

The screenshot shows an Excel spreadsheet titled "Budget Template - Excel" with the following structure:

Federal Budget Development Worksheet					
Budget Item	Estimated Cost				
	YEAR 1	YEAR 2 (if applicable)	YEAR 3 (if applicable)	TOTAL	NOTES/CALCULATIONS
Senior/Key Person(s)					
Primary Investigator/Project Director				\$ -	
Additional Faculty/Project Participants				\$ -	
				\$ -	
				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Other Personnel					
Post Doctoral Associates				\$ -	
Graduate Students				\$ -	
Undergraduate Students				\$ -	
Secretarial/Clerical				\$ -	
Other				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Equipment (all individual supplies costing over \$5,000)					
ex. Magnetic Resonance Imaging machine				\$ -	
				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Travel					
ex. Flight for PI to attend a conference				\$ -	
ex. Hotel for faculty research trip				\$ -	
				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Participant/Trainee Support Costs					
ex. Flight for 5 students to attend a conference				\$ -	
ex. Student stipends				\$ -	
				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Other Direct Costs					
ex. New computers				\$ -	
ex. Minor renovations to laboratory				\$ -	
ex. Printing and advertising				\$ -	
ex. Event catering				\$ -	
				\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Total Direct Costs	\$ -				
Indirect Costs	\$ -				

Program Budget			
Spalding University Brown-Forman Foundation			
<i>Aspiring Leaders: Principals of Color</i>			
Project Need	Cost	Number of Participants	Total Cost
50% Scholarship for Master of Education in Instructional Leadership: Principal Preparation program	\$ 6,225.00	7	\$ 43,575.00
School Leadership Licensure Assessment fee	\$ 425.00	7	\$ 2,975.00
Marketing Expenses			\$ 3,450.00
Total Direct Expenses			\$ 50,000.00

CPE Summer Bridge Program Budget Template Summer 2022			
		Anticipated Grant Budget	Anticipated Institution Support/Match
A. PERSONNEL and FRINGE (Include flat rate faculty and/or student stipends in this section)			
Employee Title			
Project Director		\$3,000.00	
Coordinator		\$2,550.00	
Graduate Assistants (2)		\$1,242.00	
Adjunct Professor for SU-100 course		\$1,500.00	
Stipend for success coaches (5)		\$5,000.00	
	TOTAL PERSONNEL	\$13,292.00	\$0.00
B. TRAVEL			
Explain Purpose of Travel			
Bus/van rental for student field trip		\$1,000.00	
	TOTAL TRAVEL	\$1,000.00	\$0.00
C. SUPPLIES			
Spalding Gear for Bridge Students		\$375.00	
Marketing and Recruitment		\$300.00	
CONNECT program supplies		1,800.00	\$4,200.00
	TOTAL SUPPLIES	\$2,475.00	\$4,200.00
D. CONTRACTUAL			
Contractor/Description			
Honorariums for Guest Speakers (3)		\$750.00	
Convocation Guest Speaker		\$4,000.00	
	TOTAL CONTRACTUAL	\$4,750.00	\$0.00
E. DIRECT STUDENT SUPPORT - Include Aid and Incentives			
Tuition for 1-credit hour SU-100 course (15 students)		\$13,440.00	
Student book award (15)		\$4,500.00	
Student Early Move In (10)		\$522.00	
Student Housing (5 students + 1RA)		\$6,300.00	
Student Meals (15 +1RA)		\$5,632.00	
Resident Advisor Stipend		\$1,000.00	
Parking fees (15)		\$450.00	
Student Services Fee (15)		\$1,125.00	
First-Year Experience Fee (15)		\$3,750.00	
Tutoring Support (ongoing through Fall semester)		\$5,000.00	\$5,000.00
	TOTAL DIRECT STUDENT SUPPORT	\$41,719.00	\$5,000.00
F. OTHER			
Explain "Other"			
Student community events- community building		\$1,000.00	
	TOTAL OTHER	\$1,000.00	\$0.00
	TOTAL Grant Req	\$64,236.00	\$9,200.00

Research and Related Budget

Organization DUNS: 081015281
 Organization UEI: J3KPEDNN74R6
 Name of Organization: Spalding University, Inc.
 YEAR 1
 Start Date 12/1/2021
 End Date 11/30/2024

Total Project Period
 Start Date 12/1/2021
 End Date 11/30/2024

A. Senior/Key Person(s) - Year 1

Prefix	First	Last	Suffix	Project Role	Requested Salary(\$)	Fringe Benefits (\$)	Total
Prof.	Name	Name	PhD	PD/PI	\$32,213.10	\$6,442.62	\$38,655.72
Prof.	Name	Name	PhD	Trainer	\$48,000.00	\$0.00	\$48,000.00
Prof.	Name	Name	PhD	Program Evaluator	\$37,000.00	\$0.00	\$37,000.00
	Name	Name		Clinical Coordinator	\$105,000.00	\$0.00	\$105,000.00
Total Senior/Key Person							\$228,655.72

B. Other Personnel

Number of Personnel	Project Role	Months	Requested Salary (\$)	Fringe Benefits(\$)	Requested (\$)
	Post Doctoral Associates (8 Clinicians)		\$0.00	\$0.00	\$0.00
	Graduate Students		\$240,000.00	\$0.00	\$240,000.00
	Undergraduate Students		\$0.00	\$0.00	\$0.00
	Secretarial/Clerical		\$15,000.00	\$3,000.00	\$18,000.00
	Other		\$121,077.15	\$11,015.43	\$132,092.58
Total Other Personnel				\$390,092.58	
Total Salary, Wages and Fringe Benefits				\$618,748.30	

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment Item	Funds Requested(\$)
	\$0.00
	\$0.00
Total Equipment:	\$0.00

D. Travel

	Funds Requested(\$)
Domestic Travel Costs	\$0.00
Foreign Travel Costs	
Total Travel Cost:	\$0.00

E. Participant/Trainee Support Costs

	Funds Requested(\$)
Tuition/Fees/Health Insurance	\$13,500.00
Stipends	\$0.00
Travel	\$37,422.00
Subsistence	\$5,400.00
Other	\$3,840.00
*\$12 lunch for 200 trainees	
Total Participant Costs:	\$60,162.00

Participant costs are direct costs for expenses such as stipends, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

F. Other Direct Costs

	Funds Requested(\$)
Materials and Supplies	\$8,077.00
Publication Costs	\$0.00
Consultant Services	\$0.00
ADP/Computer Services	\$28,680.00
Subawards/Consortium/Contractual Costs	\$0.00
Equipment or Facility Rental	\$0.00
Alterations and Renovations	\$0.00
Other - Evaluation Materials	\$11,050.00
Total Other Direct Costs:	\$47,807.00

G. Direct Costs

Costs (A through F)	\$726,717.30
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H. Indirect Costs

Indirect Cost Type	Indirect Cost	Indirect Cost	Funds Requested(\$)
	8%	8.00%	\$58,137.38
Total Indirect Costs:			\$58,137.38

I. Total Direct and Indirect Costs

Total Direct and Indirect Institutional Costs (G + H)	\$784,854.68
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K. Total Costs and Fee

Total Costs and Fee	\$784,854.68
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Budget Justification: Finance Department

- ▶ Clearly articulate if payment is additional pay or part of current salary (budget relieving)
 - ▶ Fringe benefits are calculated at 20% of salary expense
 - ▶ Salary costs must be budgeted based on existing Spalding Salary
- ▶ Clarify if requesting course release (12.5% per course)
- ▶ If student payments or benefits are involved, alert financial aid (Michelle Standridge)
 - ▶ Clarify if tuition remission (GA) or stipend
- ▶ Indirect costs (30/30/40)
- ▶ Break down office supplies (note if making large purchases like a computer or laptop. All IT purchases should go through COO's office)
- ▶ Purchase all office supplies through Alisia Peach (she can also help with budgeting)

Budget Justification: Narrative Development

- ▶ Clearly articulate the need for each cost
- ▶ Clearly articulate the breakdown of each budget line item
 - ▶ Example: Travel: \$4,000
 - ▶ Budget Justification: We request a total of \$4,000 for travel which includes \$2,000 for hotels, \$500 for flight, and \$1,500 per diem for a total of 7 days of travel.
 - ▶ IRS rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Budget Justification: Samples

Total amount requested in the Travel category

Travel

Domestic Travel Costs We request a total of **\$5,701.44 annually** to support faculty attendance at an annual conference as well as travel for the Project Director to visit rural sites as described below:

Conference Travel: \$5,420

Sub-sections

We request **\$5,240** to cover conference fees and travel costs for two faculty members to attend the Family Health Association Conference each year. Two faculty will attend along with all seven participating students (see student travel expenses under Participant/Trainee Support Costs). The faculty-level conference fee is \$895 per person. We anticipate an additional \$1,845 in travel expenses per person (\$600 flight + \$885 for 3 nights hotel + \$240 for 3 days per diem). This equates to \$2,620 per person or \$5,240 total per year.

Travel includes flight, hotel, meals

Rural Site Travel: \$461.44

An additional **\$461.44** is requested to cover travel expenses for the Project Director to visit our two rural partner sites twice annually. This funding will cover mileage expenses for visits to Sterling Health Care in Mt Sterling, KY (107 miles from Louisville at \$.56 per mile IRS standard x 2 ways x 2 trips = \$239.68) and A Plus Family HealthCare in Brownsville and Sonora, KY (approximately 198 miles round-trip from Louisville at \$.56 per mile x 2 trips = \$221.76).

Used IRS Standards

Budget Justification: Samples

- ▶ Supplies: We request a total of **\$2,475** in supplies, which includes: \$375 for Spalding gear such as t-shirts, bags, and water bottles (\$25 per student x 15 students); \$300 in marketing expenses to produce a direct mail piece to recruit students to Bridge to SU; and \$1,800, to support the adjacent summer bridge program CONNECT. This amount equates to 30% of the total program cost, assuming 10 of the 30 total students who participate in CONNECT, will be part of the Bridge to SU cohort.
- ▶ Contractual Costs: We request **\$4,750** in contract expenses to support three honorariums for guest speakers throughout the summer (\$250 each) and an additional \$4,000 for a high-level speaker at the Convocation ceremony at the start of the school year.

Logic behind request

Group Test: Compile a budget based on the following project description:

Spalding University respectfully requests support to create a new major in Underwater Archeology. The program will be led by Dr. Jacques Cousteau and housed in Spalding's School of Archeology. The program has been approved by the Curriculum Committee and will launch in Academic Year 2022-23 with a cohort of 20 students. While the program will emphasize hands-on learning, both Dr. Cousteau and his students will research important topics related to Underwater Archeology and present their findings at the annual S.C.U.B.A. Conference at Spalding. They will also travel to regional and national conferences to meet with other intellectuals in the field. We seek to creatively market the program and recruit new students from high schools across the state. Funding will support program costs in Academic Year 2022-23 and 2023-24.

Maximum project budget is \$150,000

Next Grant Writing Workshop:

Deep Dive: Post-Award Management

Friday, April 22 @ 10:00am

Questions?

