

# How to Use Sponsored Programs' New Budget Template

Presented by the Sponsored Programs Team, Office of Research and Innovation

FY 2025

# 1. Why did we make a new template?

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# Our Goal

To create a budget template that is:

- Easier for PIs to use
- A planning tool
- Functional across sponsors
- Compliant with App State, North Carolina, and Federal regulations

# New Budget Components

- 1 budget template for ALL sponsors
- All years are on 1 sheet
- Tuition calculations
- Improved subaward calculations
- Less entry duplication
- Customizable indirects and MTDC calculations

## 2. So how do I use it?

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# First:

- Read the instructions sheet.
- On the budget sheet, enter your proposal title, number of years for the project, and project start date. If you know the direct cost cap, you can list that too.

|   | A | B                                  | C  | D         | E | F |
|---|---|------------------------------------|----|-----------|---|---|
| 1 |   |                                    |    |           |   |   |
| 2 |   | <b>[ENTER PROPOSAL TITLE HERE]</b> |    |           |   |   |
| 3 |   | Number of Years:                   |    | 5         |   |   |
| 4 |   | Project Start Date:                |    | 6/1/2025  |   |   |
| 5 |   | Project End Date:                  |    | 5/31/2030 |   |   |
| 6 |   | Direct Cost Cap:                   | \$ | -         |   |   |

## Second: Add in Project Personnel

| Faculty and Staff |      | Appt Type               | Effort | Percent |
|-------------------|------|-------------------------|--------|---------|
| Name              | Role |                         |        |         |
| TBN               | PI   | Faculty, 9 month AY     |        |         |
|                   |      | Faculty Summer, 3 month |        |         |

- Enter the person's name and role
- For the Appointment Type, select their appointment from the dropdown menu in column E.

# Appointment Types

## **Staff and EPA admin, 12 month**

Choose this appointment for anyone who has a 10, 11, or 12 month contract, including post-docs

## **Faculty, 9 month AY**

Choose this for anyone with a 9 month faculty contract and will get paid on the grant during the Academic Year

## **Faculty Summer, 3 month**

Choose this for anyone with a 9 month faculty contract who will work on the grant in the summer (OUTSIDE of their contract)

# Percent Effort

| Faculty and Staff |      |                         |                |               |
|-------------------|------|-------------------------|----------------|---------------|
| Name              | Role | Appt Type               | Percent Effort | Person Months |
| Dr. Soandso       | PI   | Faculty, 9 month AY     | 12.5%          | 1.1           |
| Dr. Soandso       | PI   | Faculty Summer, 3 month | 33.3%          | 1.0           |

- Enter the % effort that the personnel will work on the grant, during that appointment period
- If a faculty member will work on the grant during BOTH the Academic Year and Summer, enter them twice on the budget

# Common Percent Efforts

## Course Buyout

1, 3 credit hour  
course buyout =  
12.5% effort

(for a 9 month  
faculty member)

## Summer Effort

1 PM (person  
month) = 33.33%  
summer effort

## \*Supplemental Pay

\*If requesting  
supplemental pay, please  
add a note at the bottom  
of the budget sheet  
noting which personnel  
request supplemental pay  
for which appointment  
periods.

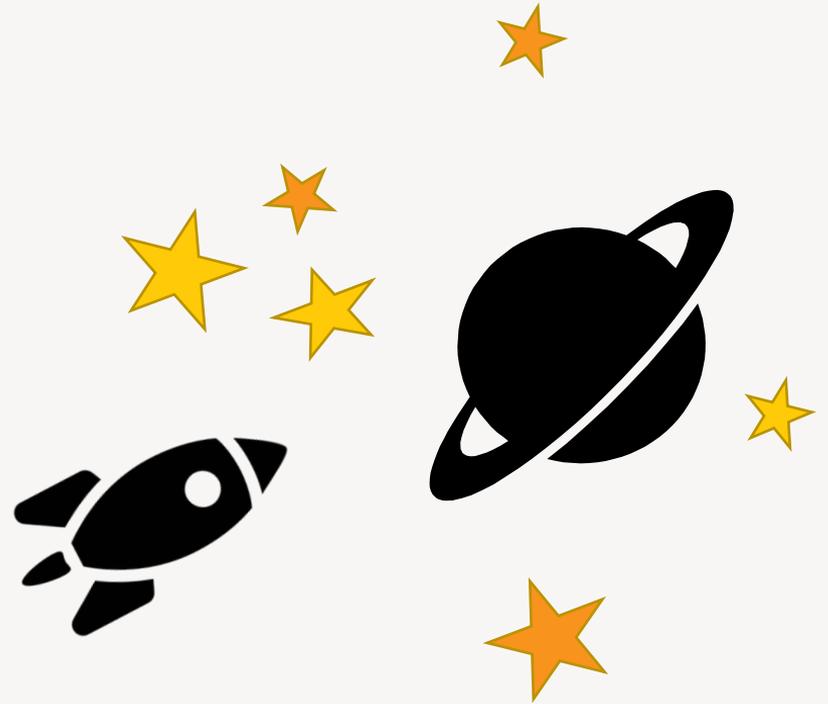
# Base Salary

- Enter the base salary for each faculty or staff member
- The requested salary and fringe benefits will calculate automatically

| Faculty and Staff |      |                         |                |               |  |                   |                  |             |          |
|-------------------|------|-------------------------|----------------|---------------|--|-------------------|------------------|-------------|----------|
| Name              | Role | Appt Type               | Percent Effort | Person Months |  | Inst. Base Salary | Requested Salary | Fringe Rate | Fringe   |
| Dr. Soandso       | PI   | Faculty, 9 month AY     | 12.5%          | 1.1           |  | \$ 80,000         | \$ 10,000        | 0.3226      | \$ 3,226 |
| Dr. Soandso       | PI   | Faculty Summer, 3 month | 33.3%          | 1.0           |  | \$ 80,000         | \$ 8,888         | 0.3226      | \$ 2,867 |

# Salary Calculations

Once you've entered a person's % effort and base salary, their salary and fringe benefits automatically calculate for ALL project years!



# Scenario #1

|    | Year 1 | Year 2   | Year 3   | Year 4   | Year 5    | Cumulative |
|----|--------|----------|----------|----------|-----------|------------|
|    | 12.5%  | 0.0%     | 0.0%     | 0.0%     | 0.0%      |            |
|    | 1.1 PM | 0.0 PM   | 0.0 PM   | 0.0 PM   | 0.0 PM    |            |
| \$ | 10,000 | \$ -     | \$ -     | \$ -     | \$ -      | \$ 10,000  |
| \$ | 3,226  | \$ -     | \$ -     | \$ -     | \$ -      | \$ 3,226   |
|    | 33.3%  | 33.3%    | 33.3%    | 33.3%    | 33.3%     |            |
|    | 1.0 PM | 1.0 PM   | 1.0 PM   | 1.0 PM   | 1.0 PM    |            |
| \$ | 8,888  | \$ 9,155 | \$ 9,429 | \$ 9,712 | \$ 10,004 | \$ 47,188  |
| \$ | 2,867  | \$ 2,968 | \$ 3,072 | \$ 3,180 | \$ 3,292  | \$ 15,380  |

**What if I want to change my effort in each project year?**

You can do that! In the light yellow cells, you can adjust your planned effort for Year 2 and later. In this example, the person has a course buyout in Year 1 only and summer effort for all 5 project years.

## Scenario #2

### What if I have more than 6 people on my grant?

Click on the plus sign on the left.

That will expand the faculty and staff section to show more rows.

Note: you can do the same for the student and other sections too!

|     |                              |              | month | AY        |
|-----|------------------------------|--------------|-------|-----------|
| 28  |                              |              |       |           |
| 29  |                              |              |       |           |
| 30  |                              |              |       | Faculty   |
| 31  |                              |              |       | Summer, 3 |
| 32  | Dr. Whatsername              | Investigator |       | month     |
| 129 | Students & Non-Student Temps |              |       |           |
| 130 |                              | Graduate     |       |           |
| 131 |                              | Research     |       |           |
| 132 | TBN                          | Assistant    |       | Student   |
| 142 |                              |              |       |           |
| 143 |                              |              |       |           |

# Third: Add in your other costs

- Expand sections, as you need them, to enter associated costs

|     |                                   |  |                                     |    |
|-----|-----------------------------------|--|-------------------------------------|----|
| 146 | <b>Equipment</b>                  |  |                                     |    |
| 147 |                                   |  | [item 1]                            | \$ |
| 148 |                                   |  | [item 2]                            | \$ |
| 149 | Equipment (items >\$10,000)       |  | [item 3]                            | \$ |
| 150 |                                   |  | [item 4]                            | \$ |
| 151 |                                   |  | [item 5]                            | \$ |
| 152 |                                   |  | <b>Equipment Subtotal</b>           | \$ |
| 154 | <b>Travel</b>                     |  |                                     |    |
| 157 |                                   |  | <b>Travel Subtotal</b>              | \$ |
| 159 | <b>Participant Support Costs</b>  |  |                                     |    |
| 164 |                                   |  | <b>Participant Support Subtotal</b> | \$ |
| 166 | <b>Other Direct Costs</b>         |  |                                     |    |
| 167 |                                   |  | [item 1]                            | \$ |
| 168 |                                   |  | [item 2]                            | \$ |
| 169 |                                   |  | [item 3]                            | \$ |
| 170 | Materials and Supplies (including |  | [item 4]                            | \$ |
| 171 |                                   |  | [item 5]                            | \$ |

# Costs in later years

|                           |                  |                 |                 |                 |                 |                  |
|---------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Osmometer                 | \$ 11,000        | \$ -            | \$ -            | \$ -            | \$ -            | \$ 11,000        |
| [item 2]                  | \$ -             | \$ -            | \$ -            | \$ -            | \$ -            | \$ -             |
| [item 3]                  | \$ -             | \$ -            | \$ -            | \$ -            | \$ -            | \$ -             |
| [item 4]                  | \$ -             | \$ -            | \$ -            | \$ -            | \$ -            | \$ -             |
| [item 5]                  | \$ -             | \$ -            | \$ -            | \$ -            | \$ -            | \$ -             |
| <b>Equipment Subtotal</b> | <b>\$ 11,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ 11,000</b> |
| Domestic                  | \$ 2,000         | \$ 2,000        | \$ 2,000        | \$ 2,000        | \$ 2,000        | \$ 10,000        |
| Foreign                   | \$ -             | \$ -            | \$ 5,000        | \$ -            | \$ -            | \$ 5,000         |
| <b>Travel Subtotal</b>    | <b>\$ 2,000</b>  | <b>\$ 2,000</b> | <b>\$ 7,000</b> | <b>\$ 2,000</b> | <b>\$ 2,000</b> | <b>\$ 15,000</b> |

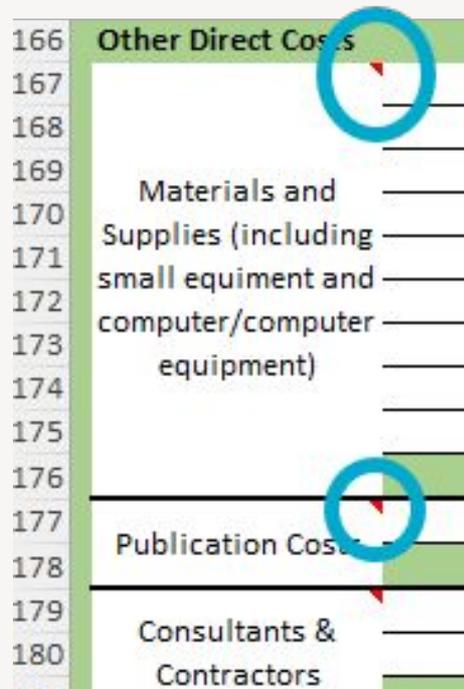
Zero out a year if you don't plan on having that cost during that year.

# Scenario #3

## What if I'm not sure which section to list one of my costs?

The sections each have notes describing what should be in each section. Hover over the cell with a triangle in the corner, such as Materials and Supplies (including small equipment and computer/computer equipment), to see it.

**Note: If you're still not sure, please ask Sponsored Programs!**



|     |                     |  |
|-----|---------------------|--|
| 166 | Other Direct Costs  |  |
| 167 |                     |  |
| 168 |                     |  |
| 169 |                     |  |
| 170 | Materials and       |  |
| 171 | Supplies (including |  |
| 172 | small equipment and |  |
| 173 | computer/computer   |  |
| 174 | equipment)          |  |
| 175 |                     |  |
| 176 |                     |  |
| 177 | Publication Costs   |  |
| 178 |                     |  |
| 179 | Consultants &       |  |
| 180 | Contractors         |  |
| ... |                     |  |

# Tuition

- Enter the number of graduate students in the light yellow cells (1 student = 1 students' full time tuition)
- The tuition will calculate automatically on the right

Depending on your funder, you can request tuition for graduate students in addition to salary.

|                             | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |                 |                  |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|-----------------|------------------|
| # of In State Graduates     | 1      |        |        |        |        |        |        | \$ 5,954        | \$ -             |
| # of Out of State Graduates |        | 1      |        |        |        |        |        | \$ -            | \$ 17,580        |
| <b>Tuition Subtotal</b>     |        |        |        |        |        |        |        | <b>\$ 5,954</b> | <b>\$ 17,580</b> |

# Subawards

3) Put in their annual direct costs



|                             |                                      |               |       |                |           |           |           |
|-----------------------------|--------------------------------------|---------------|-------|----------------|-----------|-----------|-----------|
| Subaward 1                  | UNC Chapel Hill, Dr.<br>Whatshisname | Indirect Rate | 55.5% | Direct Costs   | \$ 20,000 | \$ 20,000 | \$ 20,000 |
|                             |                                      |               |       | Indirect Costs | \$ 11,100 | \$ 11,100 | \$ 11,100 |
| Subaward 2                  | ETSU, Dr. Whosamawhatsit             | Indirect Rate | 51.0% | Direct Costs   | \$ 15,000 | \$ 15,000 | \$ 15,000 |
|                             |                                      |               |       | Indirect Costs | \$ 7,650  | \$ 7,650  | \$ 7,650  |
| Subaward 3                  | Institution, Sub PI name             | Indirect Rate |       | Direct Costs   | \$ -      | \$ -      | \$ -      |
|                             |                                      |               |       | Indirect Costs | \$ -      | \$ -      | \$ -      |
| Subaward Subtotal           |                                      |               |       |                | \$ 53,750 | \$ 53,750 | \$ 53,750 |
| Subaward MTDC Subtotal      |                                      |               |       |                | \$ 47,650 | \$ 2,350  | \$ -      |
| Subaward Exclusion Subtotal |                                      |               |       |                | \$ 6,100  | \$ 51,400 | \$ 53,750 |
| Other Direct Costs Subtotal |                                      |               |       |                | \$ 53,750 | \$ 53,750 | \$ 53,750 |

1) Enter the sub PI institution and name



2) List the sub's indirect rate



# Fourth: Calculate Indirect Costs

Totals

App State Indirect Cost Rate 40.00% **Research** Campus, 40%

If proposal has Other Rate, enter rate:



Totals

App State Indirect Cost Rate 5.26% Other Rate 5.26%

If proposal has Other Rate, enter rate:



- The Indirect rate will change based on the funder's guidelines
- In cell F258, choose an indirect rate from the drop down menu
- If your rate isn't there, select Other Rate and type in your rate in cell E259

# Scenario #4

## What if my grant guidelines state that certain costs can't be included in the indirect calculation?

You can adjust the indirect cost calculation through the MTDC Customization section and including/excluding sections from the dropdown menu.

**Note: Please leave the selections as they are, unless specified in the sponsor guidelines! If you're still not sure, please ask Sponsored Programs!**

| <b>MTDC Customization</b> |                     |
|---------------------------|---------------------|
| Salary                    | Include             |
| Fringe                    | Include             |
| Equipment*                | Exclude             |
| Travel                    | Include             |
| Participant*              | Exclude             |
| Supplies                  | Include             |
| Publications              | Include             |
| Consultant                | Include             |
| Other                     | Include             |
| Other Excluded*           | Exclude             |
| Tuition*                  | Exclude             |
| Subaward**                | Exclude after \$50K |

MTDC =  
modified total indirect costs

3.

Now that I have a draft budget,  
where do I go from here?

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# Next Steps

## 1) Reach out to Sponsored Programs

We need to know that you want to apply for a grant 30+ days ahead of your deadline. We'll work with you to hone your budget.

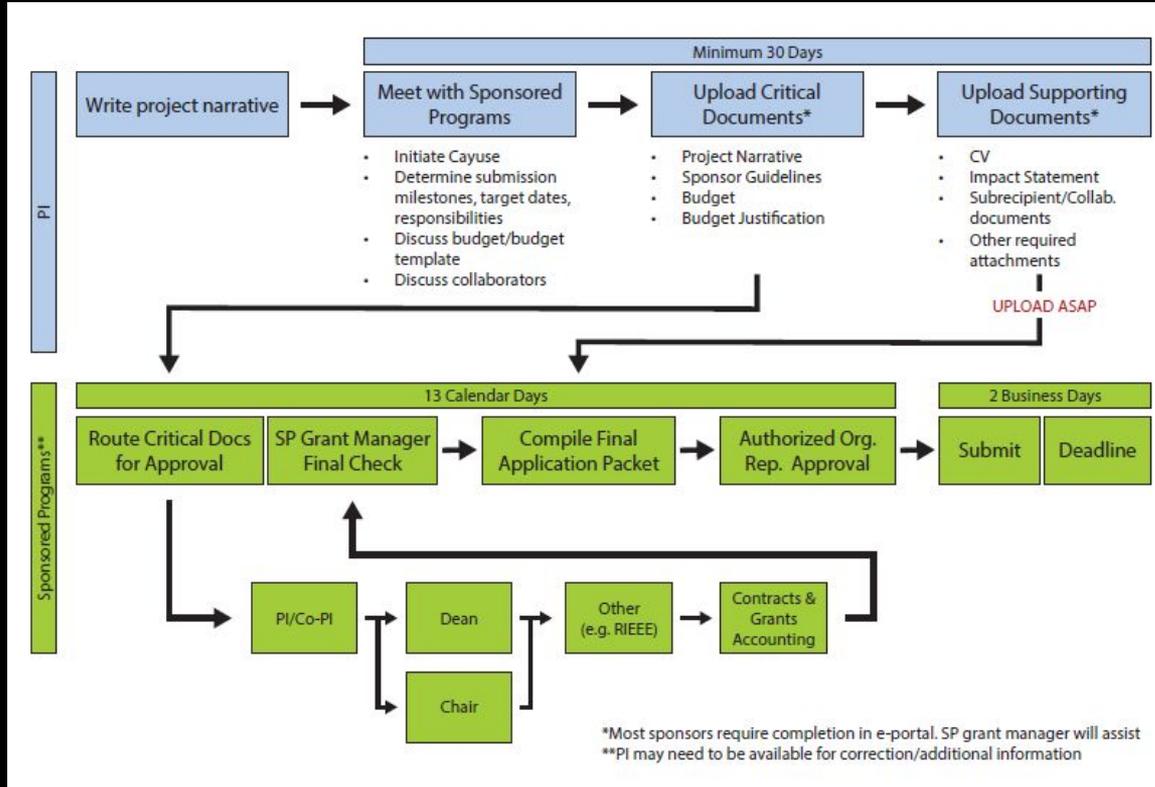
## 2) Start your Cayuse record

Cayuse is our internal platform for grant proposals and approvals. We need to route in Cayuse 15 days before your grant deadline.

## 3) Submit your grant proposal

Once you have full approvals in Cayuse, you can submit. Best of luck with your grant proposal!

# Sponsored Programs' Grant Process



# Questions?

Download your own copy of the budget template.



Contact us with questions.



## **You can find us at:**

Sponsored Programs

Office of Research and Innovation

JET Building

<https://sp.appstate.edu/>

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