

Budget Workbook Instructions for UC Laboratory Fees Research Program

(1) Review Budget Definitions and Guidelines worksheet.

(2) Fill out one worksheet per participating location.

Provide requested information (indicated in yellow) on each form worksheet. Each participating campus or lab must complete a separate worksheet. Skip worksheets if not applicable. If additional worksheets are required (more than 4 UC campuses participating), contact RGPOGrants@ucop.edu for an alternate workbook.

Worksheet Name

1. Summary - No entry is required on the Budget Summary. Data is retrieved by formulas drawing on data from campus/lab worksheets. Check information. If you note an error, make any necessary corrections to the relevant campus/lab worksheet.

2. UC Campus (UC PI home location)
3. UC Campus
4. UC Campus
5. UC Campus
6. LANL
7. LLNL

(3) Check Budget

Check budget forms carefully for errors prior to submitting your proposal.

(4) Convert worksheets to PDF.

Convert completed worksheets to PDF using the print to PDF function or a PDF generator like Adobe Acrobat. Save to local machine. Review forms carefully, after conversion, to make sure all numbers are readable.

(5) Upload forms (and workbook) to Proposal Central.

Once forms have been converted to PDF, upload both PDF forms and the completed excel workbook to proposalCENTRAL, using the appropriate attachment type.

For help with PDF conversion or uploading attachments, contact proposalCENTRAL at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com

For questions regarding instructions you may contact RGPOGrants@ucop.edu

Budget Definitions and Guidelines for Lab Fees Research Program

PIs are responsible for calculating accurate costs including any applicable indirect costs in the proposal. If a proposal is recommended for funding following peer review, the contracts and grants/sponsored projects office of the campus or lab will be asked to review and approve budgets (and revise, if necessary) prior to final funding approval. Total project costs pursuant to any required budget revisions may be reduced but cannot exceed the budget submitted in the original proposal.

Each participating campus or lab must complete a budget worksheet. Applicants may request from \$25,000-\$2M per year (total project costs at all locations) for up to 3 years. If non-UC/non-lab subcontracts are proposed, provide total amount of subcontracts on this worksheet. Explain proposed subcontract expenditures in the Budget Justification.

Allowable Expenditures. All direct cost expenditures must be directly related and essential to the proposed research. Funds may **not** be requested for fund raising or fund development.

Personnel. Identify all personnel who will receive salary support in the proposed budget for each year of the project. List each participant's name, role on the project, and amount of salary and benefits requested. Participants should charge percentage of salary to the grant no more than equal to the percentage of effort devoted to the project, generally not to exceed 25%. Describe each participant's specific functions in the Budget Justification. Note: graduate student stipends may be listed here, if applicable. However, graduate student tuition and fee remissions are listed separately under graduate student tuition and fees.

Visiting Appointments. Visiting appointments to foster collaboration are encouraged. However, the FTE salary for the visiting scientist/faculty must be paid for by the home institution or other sources. Only that portion of effort directly devoted to a specific research activity described in the proposal may be charged to the grant in accordance with the paragraph above. The LFRP will pay for reasonable travel and housing costs in accordance with UC policy (<http://www.ucop.edu/ucophome/policies/bfb/g28b.pdf>), and related research expenses. These should be included in the travel section. UC collaborators proposed for visiting appointments at a lab may charge course buy out to the project.

Visiting appointments at UC for specific UC scientists must be approved by the campus department/local administration. Visiting appointments for UC Faculty at a lab must be approved by the lab.

Graduate Student Tuition and Fees. Graduate Student tuition and fee remissions may be requested in accordance with institutional guidelines (Excluded from MTDC).

Supplies, Expenses and Other. Enter expected costs for supplies, expenses and other costs, including services. Graduate Student Stipends may be included here if not listed above. Do not include in-kind contributions. In the Budget Justification, itemize purchased supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than \$1,000 do not need to be itemized. If animals are to be purchased, state the species and the number to be used.

Equipment. Enter expected equipment costs. Equipment is defined as articles of non-expendable tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit. Do not include in-kind contributions. In the Budget Justification, list separately each item of equipment by description [make, model, and status (i.e., new or used)] and by estimated cost (including tax), and justify each purchase. Equipment requested should be described in sufficient detail to allow comparison of its capabilities with the needs of the proposed activities. If comparable equipment exists at the proposed facility, explain why it cannot be used. Allowable items will ordinarily be limited to research equipment and apparatus not already available for the conduct of the work. All equipment requests must be justified by the research plan. Standard UC policies on valuing equipment apply (Excluded from MTDC).

Travel. Enter expected travel costs. Travel must be directly related to the conduct of the proposed research activities and explained in the Budget Justification. Provide the purpose and destination of proposed travel and individuals for whom funds are requested. Travel must be well justified and should be a modest budgetary component.

Subcontracts. Enter total expected subcontract costs, if any. It is expected that most funds will remain either at a UC campus or lab. The subcontract category may not exceed 10% of direct costs. Funds for contracts or subcontracts must be justified in the budget justification must address why these activities cannot be performed at the lab or one of the UC Campuses. (Subcontract amounts in excess of first \$25,000 are excluded from MTDC).

Modified Total Direct Costs (MTDC). Enter the total project direct costs that are subject to indirect costs. Indirect cost rates are applied to a base consisting of salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of the initial award period. This base is called the Modified Total Direct Cost, or MTDC base. Equipment or other capital expenditures, charges for patient care and tuition remission, rental costs of space, scholarships and fellowships as well as the portion of each subgrant and subcontract in excess of the first \$25,000 are excluded from the MTDC base. Components of the MTDC base are listed in the Rate Agreement for each campus.

For calculations of Modified Indirect Cost Rates, guidance may be found in section 8-510 of the UC Contracts and Grants Manual “Modified Total Direct Cost Base for Indirect Cost Calculation” <http://www.ucop.edu/raohome/cgmanual/chap08.html#8-510>. Labs should consult their WFO office for guidance, if needed.

Indirect Cost Rate. Enter the indirect cost rate for the campus or lab. Research performed at UC campuses should utilize their federally approved indirect cost rate. Overhead charges for research performed at the labs are determined by applicable rules set by the lab.

Total Indirect Costs. Enter the total indirect costs for the campus or lab. Indirect costs vary according to the structure of the project budget, and among the campuses.

In-kind Contribution. Include descriptions and actual dollar value of in-kind contributions (including resources provided by campus, lab or other source) in the Budget Justification. In-kind contributions may also be referenced in the narrative but should not be included in the budget.

Budget Summary

This form summarizes data provided in the following worksheets. No data entry is required. Please check information provided here and make any necessary corrections to the appropriate worksheets.

UC Budget Summary	Year 1	Year 2	Year 3	Total
A. Direct Costs	\$ -	\$ -	\$ -	\$ -
B. Indirect Costs	\$ -	\$ -	\$ -	\$ -
C. Total UC Budget	\$ -	\$ -	\$ -	\$ -
LANL Budget Summary	Year 1	Year 2	Year 3	Total
D. Direct Costs	\$ -	\$ -	\$ -	\$ -
E. Indirect Costs	\$ -	\$ -	\$ -	\$ -
F. Total LANL Budget	\$ -	\$ -	\$ -	\$ -
LLNL Budget Summary	Year 1	Year 2	Year 3	Total
G. Direct Costs	\$ -	\$ -	\$ -	\$ -
H. Indirect Costs	\$ -	\$ -	\$ -	\$ -
I. Total LLNL Budget	\$ -	\$ -	\$ -	\$ -
Project Budget Summary	Year 1	Year 2	Year 3	Total
J. Direct Costs	\$ -	\$ -	\$ -	\$ -
K. Indirect Costs	\$ -	\$ -	\$ -	\$ -
L. Total Project Budget	\$ -	\$ -	\$ -	\$ -

Budget Worksheet - UC Campus #1

Provide budget details on expenditures at the UC PI campus only. If there is more than one collaborating UC Campus, please complete a separate worksheet for each campus. Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells.

UC Campus 1:

<Enter Campus Name>

Campus Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits (UC campus 1):		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (UC campus 1):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
Indirect Cost Summary		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
H. Total UC Campus 1		\$ -	\$ -	\$ -	\$ -

Budget Worksheet - UC Campus #2

Provide budget details on expenditures at the collaborating UC Campus #2 only. If there is more than one collaborating UC Campus, please complete a separate worksheet for each campus. Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells.

UC Campus 2:

<Enter Campus Name>

Campus Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits (UC campus 2):		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (UC campus 2):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
Indirect Cost Summary		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
H. Total UC Campus 2		\$ -	\$ -	\$ -	\$ -

Budget Worksheet - UC Campus #3

Provide budget details on expenditures at the collaborating UC Campus #3 only. If there is more than one collaborating UC Campus, please complete a separate worksheet for each campus. Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells.

UC Campus 3:

<Enter Campus Name>

Campus Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits (UC campus 3):		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (UC campus 3):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
Indirect Cost Summary		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
H. Total UC Campus 3		\$ -	\$ -	\$ -	\$ -

Budget Worksheet - UC Campus #4

Provide budget details on expenditures at the collaborating UC Campus #4 only. If there is more than one collaborating UC Campus, please complete a separate worksheet for each campus. Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells.

UC Campus 4:

<Enter Campus Name>

Campus Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits (UC campus 3):		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (UC campus 3):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
H. Total UC Campus 4		\$ -	\$ -	\$ -	\$ -

Lead PI/Applicant: Collaborating PI at this site **Budget Worksheet - Los Alamos National Laboratory**

Provide budget details on expenditures at the Los Alamos National Laboratory only (if applicable). Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells. Enter graduate student stipend only if it is to be paid by the Lab.

Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits (LANL):		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (only if paid by Lab):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
Indirect Cost Summary		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
H. Total LANL		\$ -	\$ -	\$ -	\$ -

Lead PI/Applicant: Collaborating PI at this site **Budget Worksheet - Lawrence Livermore National Laboratory**

Provide budget details on expenditures at the Lawrence Livermore National Laboratory only (if applicable). Complete all yellow cells that are applicable for your project. Do not alter formulas in white cells. Enter graduate student stipend only if it is to be paid by the Lab.

Personnel		Year 1	Year 2	Year 3	Total
Name	Role on Project	Salary + Benefits	Salary + Benefits	Salary + Benefits	Salary + Benefits
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
A. Total Salary + Benefits LLNL:		\$ -	\$ -	\$ -	\$ -
B. Graduate Student Tuition & Fees (only if paid by Lab):		\$ -	\$ -	\$ -	\$ -
Non-Personnel (Cash only)		Year 1	Year 2	Year 3	Total
Supplies, Expenses and Other		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Subcontracts (direct+indirect costs)		\$ -	\$ -	\$ -	\$ -
C. Total Non-Personnel:		\$ -	\$ -	\$ -	\$ -
D. Total Direct Cost (A+B+C):		\$ -	\$ -	\$ -	\$ -
Indirect Cost Summary		Year 1	Year 2	Year 3	Total
E. Modified Total Direct Cost (see Definitions and Guidelines)		\$ -	\$ -	\$ -	\$ -
F. Indirect Cost Rate (%)		0.0%	0.0%	0.0%	
G. Total Indirect Cost (E x F)		\$ -	\$ -	\$ -	\$ -
Q. Total LLNL		\$ -	\$ -	\$ -	\$ -