

BUDGET SUMMARY for PROPOSAL

For (check one):

__ Total Period of Performance from (M/D/Y) _____ to _____

__ For Year __ of __ from (M/D/Y) _____ to _____

	NASA USE ONLY		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____
2. <u>Other Direct Costs:</u>			
a. Partner/Co-I Institution#1	_____	_____	_____
Partner/Co-I Institution#2	_____	_____	_____
Partner/Co-I Institution#3	_____	_____	_____
b. Consultants	_____	_____	_____
c. Equipment	_____	_____	_____
d. Supplies	_____	_____	_____
e. Travel	_____	_____	_____
f. Other (specify)	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____
4. <u>Other Applicable Costs:</u>	_____	_____	_____
5. <u>SUBTOTAL--Estimated Costs</u>	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____
7. <u>Carryover Funds</u> (if any)			
a. Anticipated amount: _____			
b. Amount used to reduce budget	_____	_____	XXXXXX
8. <u>Total Estimated Costs</u>	_____	_____	_____
9. APPROVED BUDGET	XXXXXX	XXXXXX	_____

INSTRUCTIONS FOR BUDGET SUMMARY

- Provide a complete Budget Summary for the total as well as each individual year of the proposed period of performance.
 - Enter the proposed estimated costs in Column A (Columns B & C for NASA use only).
 - Provide, as attachments, detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost as follows.
1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
 2. Other Direct Costs:
 - a. Partners/Co-I Institutions: Attachments should fully describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting. Enter the annual totals on this budget summary page (Appendix C). In addition, for each year of the project, complete a more detailed budget summary form describing the partner's/Co-I institution's use of NASA funds that the proposer requested through this solicitation (see format in Appendix D).
 - b. Consultants: Identify consultants to be used, why they are necessary, the time (number of days) they will spend on the project, and quoted daily rates of pay. State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.
 - c. Equipment: List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General purpose equipment is not allowable as a direct cost unless specifically approved by the NASA Grant Officer. Any equipment purchase requested to be made as a direct charge under this award must include the equipment description and how it will be used in the conduct of the basic activities proposed. The acquisitions of large capital expenditures for hardware or costs for building improvements are not allowable. Funds may be used to provide a modest amount of support to purchase laboratory/instructional technology, or research equipment or modest costs for refurbishing or upgrading existing equipment. Such purchases should not exceed fifteen percent (15%) of each year's total budget.
 - d. Supplies: Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
 - e. Travel and Related Costs: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination, number of trips, and number of travelers where known.
 - f. Other: Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate.
 3. Facilities and Administrative (F&A) Costs: Identify F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.

4. Other Applicable Costs: Enter total explaining the need for each item.
5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
7. Carryover Funds (if any): Enter the dollar amount of any funds expected to be available for carryover from the prior budget period. Identify how the funds will be used if they are not used to reduce the budget. NASA officials will decide whether to use all or part of the anticipated carryover to reduce the budget (not applicable to 2nd-year and subsequent-year budgets submitted for award of a multiple year award).
8. Total Estimated Costs: Enter the total after subtracting items 6 and 7b from item 5.

MISCELLANEOUS FORMS

BUDGET SUMMARY for PARTNERS/Co-I INSTITUTIONS

(Use this format to complete a separate budget summary page for each year of the project.)

Name of Partner or Co-Investigator Institution _____

Total Amount Requested: _____

From (M/D/Y) _____ to _____ (M/D/Y)

	FY1	FY2	FY3	ROW
TOTALS				
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____	_____
2. <u>Other Direct Costs:</u>				
a. Subcontracts	_____	_____	_____	_____
b. Consultants	_____	_____	_____	_____
c. Equipment	_____	_____	_____	_____
d. Supplies	_____	_____	_____	_____
e. Travel	_____	_____	_____	_____
f. Other (specify)	_____	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____	_____
4. <u>Other Applicable Costs:</u>	_____	_____	_____	_____
5. <u>SUBTOTAL--Estimated Costs</u>	_____	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____	_____
7. TOTAL ESTIMATED COSTS	_____	_____	_____	_____

INSTRUCTIONS FOR BUDGET SUMMARY for PARTNERS/Co-I INSTITUTIONS

- Provide a Budget Summary for each Partner/Co-I Institution that includes their budgets for each individual year as well as the total for the proposed period of performance.
 - Provide, as attachments, detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost as follows.
1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
 2. Other Direct Costs:
 - a. Partners/Co-I institutions: For each year of the project, complete a more detailed budget summary form describing the Partner's/Co-I institution's use of NASA funds that the proposer requested through this solicitation.
 - b. Consultants: Identify consultants to be used, why they are necessary, the time (number of days) they will spend on the project, and quoted daily rates of pay. State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.
 - c. Equipment: List separately. Any equipment purchase requested to be made and how it will be used in the conduct of the basic activities proposed. The acquisitions of large capital expenditures for hardware or costs for building improvements are not allowable. Funds may be used to provide a modest amount of support to purchase laboratory/instructional technology, or research equipment or modest costs for refurbishing or upgrading existing equipment. Such purchases should not exceed fifteen percent (15%) of each year's total budget.
 - d. Supplies: Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
 - e. Travel and Related Costs: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination, number of trips, and number of travelers where known.
 - f. Other: Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate.
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 4. Other Applicable Costs: Enter total explaining the need for each item.
 5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
 6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
 7. Total Estimated Costs: Enter the total after subtracting items 6 from item 5

WORKFORCE TABLE FOR KEY PERSONNEL

(Percent Time Committed/Direct Costs)

Key Project Personnel	FY1	FY2	FY3
PI (% time)			
PI (direct costs)			
Proj Manager (% time)			
Proj Manager (direct costs)			
Other (specify)			