BUDGET DEVELOPMENT WORKSHOP – ITEMS TO REMEMBER

Grant Budget

- Contact Sponsored Programs at the beginning of proposal and budget development.
- Always allow five days for routing of the final proposal and budget for review.
- Keep detail in budget at a minimum unless required by agency.
- If equipment is included in the budget, any item over $5,000 must be listed individually in the equipment line.
- If salaries are involved in budget, review the most recent budget calculation sheet in calculating the benefits. This is located on the Accounting and Finance website on the Grants and Contracts tab.
- If undergraduate salaries are included in a budget, the grant will be charged FICA and worker’s compensation if the student is registered for less than part time in school. This could impact budgets significantly if you have several undergraduate students employed during the summer that are not enrolled in school part time.
- Always use the high retirement rate for forecasting budget for a new position.
- Never request more than 2/9’s salary during a fiscal year on National Science Foundation (NSF) awards.
- Our current indirect cost rate is 47% of Salaries and Wages.
- If indirect cost is limited to 8% of total direct costs, then we can only recover up to our approved negotiated rate of 47% of Salaries and Wages.
- Summer compensation is limited to a total of 33.33% from all sources for 9 month employees.

Cost Share Budget

- If RFP does not require cost share, do not include. NSF will reject proposals if cost share is included.
• If cost share is not provided, do not associate dollar values with university resources in budget justification.

• All cost share has to be documented and approved at the time the grant application is submitted. If cash is contributed, an unrestricted FOAPAL must be provided on the proposal approval form to fund the cost share account.

• Always use the low retirement rate for forecasting release time for cost share.

• Any release time used as cost share will have to be documented by time and effort forms. These forms will have to be initiated by the Project Director.

### Miscellaneous Items

• If a subcontract is included in your proposal and your grant is awarded, Kristi will draft the subcontract to the agency. The invoices to Murray State will be sent to the Project Director and the Project Director will enter into Banner against the grant FOAPAL and approve for payment.

• Extra compensation should not be requested from a federal grant, unless federal agency has given approval in writing for the overload.

• All overload/extra compensation must be approved in writing by agency and via extra compensation form before work is started at the university.

• If stipends are included in budget and approved, a multiple special service contract will need to be completed at Procurement services at the time the grant is awarded for all non-employee/student stipends. All employee/student stipends must be processed on Personnel Action forms.

### Sponsored Programs contacts: (Preaward)

Kristi Stockdale, Grant Manager - Ext 3534 – Kstockdale@murraystate.edu

Wendy Wilson , Grants Development Specialist - Ext 3537 – Wwilson17@murraystate.edu

John Roark, Director – Ext 3536 – Jroark3@murraystate.edu

### Grants Accounting contacts: (Post-award)

Wendy Cain, Accounting Manager-Grants– Ext 4170 – Wcain@murraystate.edu

Heather Macha, Grants Accountant – Ext 6190 – Hmacha@murraystate.edu