



NSF Grant Budget & Budget Justification

Almadena Chtchelkanova, Program Director, *CISE, NSF*
Sharon Glivens, Integrative Activities Specialist, *CISE, NSF*

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Required Sections of the Proposal

- Cover Sheet – including certifications
- Project Summary
- Project Description – including Results from Prior NSF Support
- References Cited
- Biographical Sketch(es)
- **Budget and Budget Justification**
- Current and Pending Support
- Facilities, Equipment & Other Resources
- Supplementary Documentation
 - Data Management Plan
 - Postdoctoral Mentoring Plan (where applicable)
 - Others as required in the solicitation



Budget section includes a Budget Justification narrative. (Budget justification limited to 3 pages)

<https://osp.utah.edu/grant-life-cycle/develop-proposal/nsf-proposal-components-budget.php>

Senior Personnel – salaries/wages and time commitment of PI, coPIs, and senior associates

Other Personnel – salaries/compensation of others, including undergrad researchers

Fringe Benefits – need to know current fringe benefit rates

Equipment – an item of property with acquisition cost of \$5,000 or more

Travel – all foreign and domestic travel (airfare, transportation, lodging, food)

Participant Support – related costs for trainees in connection with NSF-sponsored workshops/meetings

Other Direct Costs – materials and supplies, publication costs, consultant services, computer services, Sub-awards, other

Indirect costs - need to know current and upcoming F&A (facility and admin) rates

Residual Funds – rarely applicable; can ignore

Amount of this Request – Fastlane system fills automatically

Cost Sharing – NSF generally prohibits voluntary cost sharing

A subaward budget can be entered into Fastlane by either the lead organization or the subawardee (subaward organization, if not a coPI, gains access to the proposal as an OAU {other authorized user} and uses the temporary proposal number created in Fastlane and PIN assigned by the lead organization). For information on inputting a subaward budget, refer to collaborative proposals, or utilize Fastlane Help and search "Create a Budget for the Subcontracting Organization."



Budget/Budget Justification

- Each proposal must contain a budget for each year of support requested. The budget justification must be no more than three pages per proposal.
- The amounts for each budget line item requested must be documented and justified in the budget justification as specified below.
- The requested start date should allow at least six months for NSF review, processing and decision
- Proposers to request funding for durations of three to five years when such durations are necessary for completion of the proposed work and are technically and managerially advantageous



Cost Sharing

Inclusion of voluntary committed cost sharing is prohibited in solicited & unsolicited proposals, unless approved in accordance with agency policy

Senior Personnel (in budget)

- If no person months are requested for senior personnel, remove their names from the budget
 - Describe role of senior personnel in the Facilities, Equipment and Other Resources section of the proposal
- Names of senior personnel will remain on the coversheet



If Postdoc is included in the Budget Budget Postdoctoral Mentoring Plan **is needed**

No more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal.

Proposers are advised that the mentoring plan must not be used to circumvent the 15-page Project Description limitation. See [Chapter II.D.5](#) for additional information on collaborative proposals. Mentoring activities provided to postdoctoral researchers supported on the project will be evaluated under the Broader Impacts review criterion.

Examples of mentoring activities include, but are not limited to: career counseling; training in preparation of grant proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.



https://www.nsf.gov/bfa/dias/policy/papp/pappg20_1/faqs20_1.pdf

Cost Sharing Where can I find more information on NSF's cost sharing policy?

Guidance on NSF's cost sharing policy can be found in PAPPG Chapter II.C.2.g(xii) and Chapter VII.C.

PAPPG Chapter II.C.2.g.(viii) states that, "Except where specifically identified in an NSF program solicitation, the applicable U.S. Federally negotiated indirect cost rate(s) must be used in computing indirect costs (F&A) for a proposal." Does this mean that organizations cannot request a reduced or waived rate because this would constitute voluntary committed cost sharing?

Yes. Unless required by an NSF program solicitation, the organization's current negotiated indirect cost rate agreement must be used in computing indirect costs for a proposal. Otherwise, foregoing full indirect cost rate recovery would be considered voluntary committed cost sharing and is therefore prohibited by NSF.



What is the distinction between voluntary committed cost sharing and voluntary uncommitted cost sharing?

As stipulated in 2 CFR § 200.99, "Voluntary committed cost sharing means cost sharing specifically pledged on a voluntary basis in the proposal's budget or the Federal award on the part of the non-Federal entity and that becomes a binding requirement of Federal award." As such, to be considered voluntary committed cost sharing, the amount must appear on the NSF budget and/or budget justification, and should an award be made, would be subject to audit. Voluntary committed cost sharing is not allowed unless the NSF solicitation mandates that it be provided. A complete listing of NSF programs that require cost sharing is available on the NSF website.

Organizational resources that are necessary for, and available to, a project that are not included in the budget or budget justification are considered voluntary uncommitted cost sharing and are not subject to audit. Such information must be described in the Facilities, Equipment and Other Resources section of the proposal. While not required by NSF, grantees may, at their own discretion, contribute voluntary uncommitted cost sharing to NSF-sponsored projects.

Where can the PI describe the time they will spend on a project if they do not request salary?

The Facilities, Equipment and Other Resources section should contain an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. The description should be narrative in nature and must not include any quantifiable financial information.