

BUDGET WORKSHEET FOR NIH MODULAR GRANT APPLICATIONS

To document the basis for the budget information required by NIH, please complete the following worksheet for all modular grant applications. The completed worksheet should be attached to the CRC Proposal Summary form when the application is routed for University authorization.

	BUDGET CATEGORY TOTALS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
1	CAPITAL EQUIPMENT						
2	PATIENT CARE COSTS						
3	ALTERATIONS/RENOVATIONS						
4	SUBCONTRACTS						
5	ALL OTHER DIRECT EXPENSES						
6	TOTAL DIRECT COSTS						
7	MTDC BASE						
8	F&A COSTS (RATE = ____%)						
9	TOTAL BUDGET						

Definitions and Notes:

Capital Equipment is defined as an article of non-expendable, tangible property with a cost greater than or equal to \$5,000 and a useful life greater than or equal to one year.

Subcontracts. Subcontracted costs in excess of the first \$25,000 of each subcontract are excluded from the Modified Total Direct Cost (MTDC) base used for calculating Facilities and Administrative (F & A) costs. Each subcontract should be rounded to the nearest \$1,000 in each year.

F & A Costs. F & A costs are calculated on a preponderance of effort basis. If 50% or more of total personnel effort on the project will be based on campus, the on-campus F & A rate for research (63.0% MTDC) should be used. If more than 50% of total personnel effort will be based off campus, the off-campus F & A rate for research (26.0% MTDC) should be used.

Instructions:

In **line 6** (Total Direct Costs), enter the sum of lines 1-5. This amount should equal the modular level requested in the application on the Modular Grant Budget Justification Page. The amount for year 1 should be entered into item 7a of the PHS 398 cover page; the amount for the total project should be entered into item 8a of the PHS 398 cover page.

In **line 7** (MTDC Base), enter the MTDC base for each year and for the total project. This will be equal to line 6 minus lines 1-3 and the amounts above \$25,000 for each subcontract included in line 4. The MTDC base noted in line 7 for the initial budget period and for all future budget years should be entered on lines 3a and 3b of the PHS 398 Checklist page.

Enter appropriate F&A costs (rate x MTDC base) in **line 8** (F & A Costs). Amounts for the initial budget period and for all future budget years should be entered on lines 3a and 3b of the PHS 398 Checklist page.

In **line 9** (Total Budget), enter the sum of lines 6 and 8. The amount for year 1 should be entered into item 7b of the PHS 398 cover page; the amount for the total project should be entered into item 8b of the PHS 398 cover page.