

Sea Grant Budget Requirements

Requests for federal Sea Grant funds must not exceed your initial pre-proposal estimate. Using the attached Sample Budget as a guide, show all anticipated direct and indirect costs of your project. Indirect cost information should be obtained from your campus research administration office. Keep in mind the requirement to provide \$0.50 non-federal match for every \$1.00 federal Sea Grant funds requested. If you are uncertain about any aspect of preparation, please call Elyse Larsen in the Ann Arbor Sea Grant office (734-763-1438).

1. A one-year budget for each year of the project must be completed on a separate budget sheet. (Budget Year 1 and Budget Year 2 in the Excel Workbook linked to the Guideline web page.)
2. A cumulative budget must be completed. (Cumulative Budget in the Excel Workbook linked to the Guideline web page.)
3. An itemized list of equipment (as defined by your institution) expenditures must be completed. Provide an explanation of why this equipment is needed for this project.
4. An itemized list of research supplies must be provided. *Items such as postage, photocopying, telephone charges, etc. should be listed as separate line items under the "Other Costs" category and justified in the your budget as being integral to the project, not just supporting general office operations.*
5. An itemized list of travel must be completed and justified. Foreign travel requires separate justification. Travel to Canada and Mexico for research purposes is considered foreign travel.

The principal investigator is responsible for the fiscal administration of a project through his/her designated department or center. In the expenditure of Sea Grant funds, the principal investigator should follow the procedures prescribed by his/her department or center.

MATCHING FUNDS

The National Sea Grant Act requires that one-third of total project funds expended be from non-federal sources. This means that for every \$1.00 of federal Sea Grant funding requested, a match requirement of \$0.50 exists. Matching funds are the responsibility of the principal investigator and his/her department.

NON-FEDERAL MATCH SUPPORT MAY INCLUDE:

- ♦ Salaries, wages, and benefits of those working on the project;
- ♦ Ship time, space, or equipment;
- ♦ Indirect costs associated with federal costs and non-federal contributions; and
- ♦ Foundation grants, state and local contracts, and state special project money.

Many academic units permit the use of "soft match" by showing some part (typically 5% to 10%) of the normal academic year appointment as research release time. This salary, plus associated fringe benefits and indirect costs, can be shown as "In-kind" match.

NON-FEDERAL IN-KIND MATCH ITEMS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- ♦ Expendable supplies and equipment used in the Sea Grant activity;
- ♦ Permanent equipment purchased and used solely or primarily for Sea Grant research that is not included in calculations of indirect cost rates. The full initial cost of equipment may be used for match during the lifetime of the Sea Grant project;
- ♦ Ship time;
- ♦ Industry, state agency, and other non-federal participation. Donated supplies, services, building space or equipment may be costed at rates normally used by the cooperating entity;



- ♦ Research, education and training, and advisory service activities. To qualify as match, the activity must be relevant to Sea Grant and of sufficient quality that would entitle it to federal support.

In calculating matching costs, care must be taken to avoid double use of a given item. For example, Sea Grant permits use of an amount equal to the reasonable value of facilities. But most facilities are included in calculations of the indirect cost rate and hence generally cannot be listed in matching costs as a separate item. Please see OMB Circular A-21 for more detail. <http://www.whitehouse.gov/OMB/circulars/a021/a021.html>

SAMPLE BUDGET

National Oceanic and Atmospheric Administration (NOAA)

OMB Control No: 0648-0362 Expiration Date 03/31/2008

Form 90-4 (Adapted)

Project Status:

Project Number:

Grantee: Michigan Sea Grant College Program

Project Title:

Principal Investigator:

Project Period: 3/1/07-2/28/09

Institution:

	No. of Personnel	Months of Effort	Sea Grant Funds	Matching Funds
A. Salaries & Wages				
1) Senior Personnel				
a. (Co) Principal Investigator(s)				
b. Associate (Faculty or Staff)				
2) Other Personnel				
a. Professionals:				
b. Research Associates				
c. Research Asst. Grad Students				
d. Prof. School Students				
e. Pre-Bac Students				
f. Secretarial-Clerical:				
g. Technical-Shop				
h. Misc.				
Total Salaries & Wages (A1a-A2h)			-	-
B. Fringe Benefits				
1) XX% of			-	-
2) XX% of			-	-
Total Fringe Benefits			-	-
Total Salaries & Fringe Benefits			-	-
C. Permanent Equipment				
D. Expendable Supplies				
E. Travel				
1) Domestic U.S. (Inc. Puerto Rico)				
2) Foreign				
Total Travel			-	-
F. Publication & Documentation Costs				
G. Other Costs				
1) Telephone & Fax				
2) Postage				
3) Photocopying				
4)				
5)				
6)				
7)				
8)				
Total Other Costs			-	-
Total Direct Costs			-	-
H. Indirect Costs				
1) On Campus XX% of			-	-
2)				
Total Indirect Costs			-	-
Total Cost			-	-