

CHANDRA COST PROPOSAL CHECKLIST

The cost proposal consists of the following documents:

1. Chandra Cost Proposal Cover Page [**Required**]
2. Chandra Budget Page [**Required**]
3. Budget Justification/Narrative [**Required**]
4. Equipment Certification/Approval \$5K or greater [if applicable]
5. Current/pending Support [**Required**]
6. Copy of Federally Negotiated IDC Rate Agreement [**Required** - exception NASA]

Submission of the Stage 2 Cost Proposal to the SAO Subawards Section must be done via email. **Cost proposals are no longer accepted via mail or courier.**

The signed cost proposal must be scanned/consolidated into a single, complete PDF file. The signed and scanned PDF copies of the cost proposal shall be submitted by e-mail to:
chandraccp@cfa.harvard.edu.

For PIs, the e-mail subject line must state "Chandra Cost Proposal #XXXXXXXXX PI". (Replace Xs with assigned Chandra Science Proposal number.) If the submission is for a CoI, the e-mail subject line must state "Chandra Cost Proposal #XXXXXXXXX CoI". (Replace Xs with assigned Chandra Science Proposal number.) Do not use any other e-mail address for submission of the cost proposal.

Chandra Cost Proposal Cover Page

Cycle:

Cost Proposal Principal Investigator (PI)		
Institute	Department	
Address/Street	Mail Stop	City/Town
State/Province	Zip/Postal Code	Country
Telephone		E-Mail Address
Science PI Name, if different from Cost PI		Science PI Institution

Proposal Title		
CXC Science Proposal Number	Applicant Tracking Number	Applicant Type
Proprietary Content?		Preferred Period-of Performance:

EIN/TIN	CAGE Code	DUNS Number
Legal Name of Institution		
Institution Administrative Contact Name		Administrative Contact Position /Title
Administrative Mailing Address: Department/Mail Stop		
Street/P.O. Box	City	State
Telephone		Zip Code
E-Mail Address		

INSTITUTIONAL ENDORSEMENT	
The authorizing institution signature on this page certifies that the proposing institution endorses the proposal submission, and has read and is in compliance with the required certifications and assurances cited in the Call for Proposals, Appendix A.	
Name/Title, Authorized Signatory	
Signature	Date

Certification of Compliance
By signing and submitting this cost proposal for the Chandra General Observer program, the Authorized signatory of the proposing institution:
<ol style="list-style-type: none"> 1) Certifies that the statements made in this proposal are true and complete to the best of his/her knowledge; 2) Agrees to accept the obligation to comply with the SAO Award Terms and Conditions; 3) Verifies that he/she has read and is in compliance with the required Certifications/Assurances cited in the Call for Proposals, Appendix A; 4) Certifies that the costs associated with any federal employee listed on this cost proposal are not available through the federal agency they are employed by; and 5) Certifies that no funding will flow through the proposing institution to non-U.S. Investigators as defined in Chapter 8 of the Call for Proposals

--

Rev. July 2021

**Chandra Cost Proposal
Budget Form**

CYCLE

Cost Proposal Principal Investigator (PI)				CXC Proposal Number	
Institution					
Direct Labor					
Senior Personnel	Months	Cost	Other Personnel	Months	Cost
1.					
2.					
3.					
4.					
5.					
A. Direct Labor Totals		SP Total:	OP Total:		
B. Fringe Benefits (Base, Rate % [decimal format], Total)					
1.					
2.					
C. Equipment [Items costing \$5,000 or more] (Name, Cost)					
1.					
2.					
D. Travel (Destination, Number of Days, Cost)					
1.					
2.					
3.					
4.					
E. Supplies (Item, Cost)					
1.					
2.					
3.					
F. Publications (Number of Papers, Number of Pages, Cost)					
1.					
G. Computer Services (Type of Service, Cost)					
1.					
H. Other Direct Costs (Description, Cost)					
1.					
2.					
3.					
I. Indirect Costs (Base, Rate % [decimal format], Total)					
1.					
2.					
3.					
Cognizant Federal Agency:					
Date of Negotiation Agreement with Federal Agency:					
SUBTOTAL					
J. CoI Awards (Name, Institution, Amount)					
1.					
2.					
3.					
PROJECT TOTAL					