

Proposal Budget Worksheet, 5 Years
Compliments of the Office of Research and Sponsored Programs

Name: _____
Due Date: _____
Revised: _____
Proposal Title: _____

Project Start Date _____
Project EndDate _____

This worksheet assumes that each subawardee will be issued a new contract each year.
 Enter data in year 1 and it will be projected in all future years using the indicated increment
 Data may be entered in any future year and it will be projected to the end.

Note: A minimum of 1% academic year effort is required for all Senior Key Personnel

Please note: this templates automatically calculates university average fringe rates and the federally negotiated indirect/F&A rates. Please refer to the proposal guidelines for specific budgetary instructions.

Increment Rate

Senior Key Personnel	2.00%
Other Personnel	2.00%

Fringe Rates

Fulltime Employees	
Faculty (Release Time)	50.10%
Faculty (Summer)	24.60%
Fulltime, and Part-time A	35.00%

Fulltime = 70 hours or more per bi-weekly pay period and paid on an annual basis

Part Time A = Part time employees scheduled to work more than 38 hours but less than 70 per bi-weekly pay period

Fringe Rates Continued

Hourly _____
Part-Time B _____
 Part Time B = Employees scheduled to work no more than 38 hours per bi-weekly pay period and paid on an hourly basis

F&A Rate (Indirect Cost) _____

Senior Key Personnel

Faculty (Release Time) Academic Year 9 months	% Effort	Person Months	# of Credits	Annual Salary	Year 1	Year 2	Year 3	Year 4	Year 5
					Sponsor / Requested	Sponsor / Requested	Sponsor / Requested	Sponsor / Requested	Sponsor / Requested
				\$ -	0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
Subtotals					0	0	0	0	0
Fringe Benefits Subtotals					0	0	0	0	0
Senior Key Personnel Subtotals					0	0	0	0	0
Key Personnel Project Total Requested / Inkind	\$0			\$0					

Faculty (Summer) 3 months	Person Months	Annual Salary	Year 1	Year 2	Year 3	Year 4	Year 5
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
Subtotals			0	0	0	0	0
Fringe Benefits Subtotals			0	0	0	0	0
Faculty (Summer) Subtotals			0	0	0	0	0
Faculty (Summer) Project Total Requested / Inkind	\$0						

Other Personnel Full-time & Part-Time A	% Effort	Annual Salary	Year 1	Year 2	Year 3	Year 4	Year 5
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
			0	0	0	0	0
Subtotals			0	0	0	0	0
Fringe Benefits Subtotals			0	0	0	0	0
Fulltime and Part-Time A Subtotals			0	0	0	0	0
Fulltime and Part-time A Project Total Requested / Inkind	\$0						

Part-Time B	Hours per Week	Hourly Rate	# of Weeks	Annual Salary	Year 1	Year 2	Year 3	Year 4	Year 5
				\$ -	0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
Subtotals					0	0	0	0	0
Fringe Benefits Subtotals					0	0	0	0	0
Part-Time B Project Subtotals					0	0	0	0	0
Part-Time B Project Total Requested / Inkind	\$0.00			\$0.00					

Total Personnel Costs align="right">**\$0.00**

**Percent of Time & Effort to Person Months (PM)
Interactive Conversion Table**

3 month Summer Term		8 month Appointment		9 month Academic Year		10 month Appointment	
% effort	PM	% effort	PM	% effort	PM	% effort	PM
100	3.00	100	8.00	100	9.00	100	10.00

Instructions:

To use the chart simply insert the percent effort that you want to convert into the -0- of the 3 mo. Summer Term hit enter. The person month for 3, 8, 9, 10, and 12 will be displayed simultaneously.

There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term. Here is a month/week/days breakout for each:

Academic Year (AY)	9 months	39 weeks	273 days
Summer Term (SM)	3 months	13 weeks	90 days
Calendar Year (CY)	12 months	52 weeks	365 days

To fill out the budget forms for the SF 424 R&R grantees will need to convert percent-of-effort to person-months. Below are a two examples of how person-months are applied:

Example 1:

A PI on an AY appointment at a salary of \$63,000 will have a monthly salary of \$7,000. 25% of AY effort would equate to 2.25 person-months (9x.25=2.25). The budget would be \$15,750 (7,000 multiplied by 2.25 AY months).

Example 2:

A PI on a CY appointment at a salary of \$72,000 will have a monthly salary of \$6,000. 25% of CY effort would equate to 3 CY months (12x.25=3). The budget would be \$18,000 (6,000 multiplied by 3 CY months).

12 month Calendar Year	
% effort	PM
100	12.00

% effort line and

\$7,000 (one-ninth of the AY).
 at figure for that effort would be

\$,000 (one-twelfth of total CY
 t figure for that effort would

Credit Hour to Perfect Effort
Assumes 18 hours is a full 9-month load

Hours	%Effort	Person Months
1	5.56%	0.50
2	11.11%	1.00
3	16.67%	1.50
4	22.22%	2.00
5	27.78%	2.50
6	33.33%	3.00
7	38.89%	3.50
8	44.44%	4.00
9	50.00%	4.50
10	55.56%	5.00
11	61.11%	5.50
12	66.67%	6.00
13	72.22%	6.50
14	77.78%	7.00
15	83.33%	7.50
16	88.89%	8.00
17	94.44%	8.50
18	100.00%	9.00