	Co		al Budget Wo ffice of Rese		Years Sponsored Programs					
Name:										
Due Date: Revised:										
Proposal Title:										
Project Start Date	-									
Project Start Date										
This worksheet assumes that each subawardee will be										
Enter data in year 1 and it will be projected in all future Data may be entered in any future year and it will be projected.										
Note: A minimum of 1% academic year effort is require	ed for all Senior Key Personnel									
Please note: this templates automatically calculates u	niversity average fringe rates and the fed	erally negotiated indi	rect/F&A rate	s. Please r	efer to the proposal gu	idelines for specifi	c budgetary instru	ctions.		
Increment Rate					Fringe Rates Conti	nued				
Senior Key Personnel Other Personnel		2.00% 2.00%			Hourly Part-Time B					ļ
Fringe Rates		2.00 /6			Part Time B = Emplo	ovees scheduled to	work no more that	an		
Fulltime Employees					38 hours per bi-weel					
Faculty (Release Time) Faculty (Summer)		50.10% 24.60%								
Fulltime, and Part-time A		35.00%			F&A Rate (Indirect	Cost)				
Fulltime = 70 hours or more per bi-weekly pay period		h:								
Part Time A = Part time employees scheduled to work	more than so nours but less than 70 per	bi-weekiy pay period								
Senior Key Personnel						Year 1	Year 2	Year 3	Year 4	Year 5
			Person	# of		Sponsor /	Sponsor /	Sponsor /	Sponsor /	Sponsor /
Faculty (Release Time) Academic Year 9 months		% Effort	Months	Credits	Annual Salary	Requested	Requested	Requested	Requested	Requested
					\$ -	0	1			
						0	1			
						0			-	
						0	(0	0	
						0				
	Subtotals					0		1	-	
	Fringe Benefits Subtotals Senior Key Personnel Subtotals					0				
Key Perso	onnel 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			-	
	Subtotals					0			-	
	Fringe Benefits Subtotals					0			-	
	Faculty (Summer) Subtotals					0	(0	0	
Faculty (Sum	mer) Project Total Requested / Inkind	\$0			\$0					
Other Personnel										
Full-time & Part-Time A		% Effort			Annual Salary	Year 1	Year 2	Year 3	Year 4	Year 5
						0	1			
						0	+		-	
						0				
	Subtotals Fringe Benefits Subtotals					0				
	Fulltime and Part-Time A Subtotals					0	+			
Fulltime and Part-ti	me A Project Total Requested / Inkind	\$0			\$0					
Dort Time P		Hauma man Wasi	Handy Date	# of	Ammund Calair	Va 4	Va 2	Ve 2	Va 4	Ve 5
Part-Time B		Hours per Week	nourly Rate	vveeks	Annual Salary \$ -	Year 1	Year 2	Year 3	Year 4	Year 5
					- Ψ	0	1			
						0	1			
	Subtotals					0	+			
	Fringe Benefits Subtotals					0	+			
	Part-Time B Project Subtotals	AA		1	40.55	0) (0	
	me B Project Total Requested / Inkind	\$0.00			\$0.00					
Total Personnel Costs		\$0.00								

Other than Demand Comition (OTDC)									
Other than Personnel Services (OTPS)					V 4	V 0	o		V
Travel		1	1 1		Year 1	Year 2	Year 3	Year 4	Year 5
	_					0	0	0	
	_				0	0		0	
					0	0	0	0	
	Subtotals				0	0	0	0	(
T	ravel Project Total Requested/ Inkind	\$0.00		\$0.00					
Equipment (\$5,000 or more)					Year 1	Year 2	Year 3	Year 4	Year 5
Equipment (\$5,000 or more)		1	1 1		i cai i	0	0	0	1641 5
	_				0				
	_				0	0	0	0	
					0	0	0	0	(
	Subtotals				0	0	0	0	
Equip	ment Project Total Requested/ Inkind	\$0		\$0					
Stipends					Year 1	Year 2	Year 3	Year 4	Year 5
		1	1 1			0	0	0	
	-				0	0			
					0		0	0	
	Subtotals				0	0	0	0	
Stip	ends Project Total Requested/ Inkind	\$0		\$0					
Materials and Supplies					Year 1	Year 2	Year 3	Year 4	Year 5
		1				0	0	0	
		+				0	0	0	
	-			_	0				
					0	0	0	0	
					0	0	0	0	
	Subtotals				0	0	0	0	
Materials & Supp	olies Project Total Requested / Inkind	\$0.00		\$0.00					
Contractual Services					Year 1	Year 2	Year 3	Year 4	Year 5
	I	ĺ		11		ol.	0	0	
	_				0	0	0	0	
					0	0	0	0	
	Subtotals				0	0	0	0	
	Contractual Services Project Total	\$0.00		\$0.00					
Subawards					Year 1	Year 2	Year 3	Year 4	Year 5
		1	1			0	0	0	. cu. c
	_				0	0	0	0	'
	0.14.4.1					V			
	Subtotals				0	0	0	0	
	Subaward Project Total	\$0.00		\$0.00					
Other					Year 1	Year 2	Year 3	Year 4	Year 5
MTA Tax					0	0	0	0	
• •		1	1 1		0	0	0	0	
				-	0	0	0	0	
				-		V			
				_	0	0	0	0	
					0	0	0	0	
	_								
Subtotals					0	0	0	0	
Other Project Total	_	\$0.00		\$0.00					
Total OTPS		\$0.00							
		Ψ0.00							
Desired Tetals					Voor 4	Voor 2	Voor 2	Voor 4	Voca 5
Project Totals					Year 1	Year 2	Year 3	Year 4	Year 5
					Sponsor /				
					Requested	Requested	Requested	Requested	Requested
Personnel					. 0	. 0	. 0	. 0	•
							0		
Fringe					0	0		0	
Total Salaries and Fringe					0	0	0	0	
Total OTPS					0	0	0	0	
Total Direct Costs					0	0	0	0	
Indirect (F&A) Base					0	0	0	0	
Total Indirect (F&A)					0	0	0	0	
Total Costs					0	0	0	0	
Total costs					0	0	U	U	
Grant Total									\$0.0

budgel-template-2023.xlsx

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

	3 month Summer Te		8 month Appointme		9 month Academic Y		10 montl Appointme	
	% effort	РМ	% effort	PM	% effort	РМ	% 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 \$25% of AY effort would equate to 2.25 person-months (9x.25=2.25). The Budge \$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 salary). 25% of CY effort would equate to 3 CY months (12x.25=3). The budge 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). ∋t figure for that effort would be

3,000 (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