

Session 3 – Proposal Budgets

Minnesota State Mankato - Breakout Room



Budget Resources

PI Roles & Responsibilities	RASP Roles & Responsibilities
<ul style="list-style-type: none">• Define budgetary needs• Discuss budget with collaborator(s), dept(s) and dean(s)/supervisor(s)• Obtain dean(s)/supervisor(s) approval• Prepare final budget and budget justification	<ul style="list-style-type: none">• Can draft budget as defined by PI(s)• Assist with drafting budget narrative (<i>depends on complexity</i>)• Support completing the funding agency budget forms

Please visit our website:

<https://research.mnsu.edu/research-and-sponsored-programs/proposal-development/budget/>

Use the budget worksheet to help you get started!

Calculating Faculty Salaries

- Faculty Salary
 - $\text{Base Salary} / 24 \text{ credits} = \text{per credit rate}$
 - $\text{Base Salary} / 168 \text{ days} = \text{daily rate}$
- Fringe Rates
 - For course buyout, fringe can range from 28%-60% depending on an employees elections
 - For extra duty pay, fringe is 22% since health insurance follows base.
- If considering course buyout from grant funds
 - Engage early and often with your department to understand feasibility of buyout and models for replacement
 - Dean(s)/Supervisor(s) must review/approve course buyout requests

Calculating Student Salaries

- Undergraduate Student Workers
 - Undergraduate hourly rate; minimum is \$10.08/hour
- Graduate Assistantships (GAs)
 - Includes stipend & tuition (*does not include taxes or fees*)
 - Full-time (20 hours/week) = \$10,000 + 18 credits tuition
 - Part-time (10 hours/week) = \$5,000 + 9 credits tuition
- Graduate Students can be paid hourly instead of as a GA
 - Graduate hourly rate typically \$14-\$16/hour
 - Limited to 14 hours/week
- Summer pay, include 7.65% fringe

Consider the skill(s) your project needs to be successful.

Facilities and Administration Costs

Minnesota State University, Mankato

Federal Rate 38.1% for on-campus projects
10.6% for off-campus* projects

Applied to: All direct salaries and wages, applicable fringe benefits,
and tuition

Non-federal Rate 12% for on-campus projects
8% for off-campus* projects

Applied to: Total Direct Costs

**Off-campus means that all activities are performed in facilities not owned by the institution and to which rent is directly allocated to the project(s).*

Match (*cost-share, institutional commitment*)

- Match is a portion of a grant-funded project that is not paid by the funding agency.
- Match must be reviewed/approved **PRIOR** to proposal submission.
- Match (cash or in-kind) must be documented for audit purposes, and if unfulfilled, will negatively impact your grant award.

Please work with RASP Staff to discuss match requirements early!

Proposal Approval Process

- Complete *Campus Approval for Externally Funded Projects* (CAEFP) form, attach a working draft of your proposal and **final** budget
- Route for department Chair and Dean approval
- Submit to RASP prior to submission deadline (*minimally 4 working days prior to deadline*)
- RASP coordinates final approval and submission

<https://research.mnsu.edu/research-and-sponsored-programs/forms/>

Questions/Thoughts/Comments?

Please reach out if you are interested in meeting
with one of our staff members:

<https://research.mnsu.edu/research-and-sponsored-programs/staff/>

Campus Resources – Minnesota State Mankato

Research and Sponsored Programs

- <https://research.mnsu.edu/research-and-sponsored-programs/>

Center for Excellence in Scholarship and Research

- <https://research.mnsu.edu/cesr/>

Lib Guide: Grants

- <https://libguides.mnsu.edu/c.php?g=76814&p=496732>

Research with Human Subjects

- <https://research.mnsu.edu/institutional-review-board/>

Research with Animals

- <https://research.mnsu.edu/institutional-animal-care-and-use-committee/>