Session 3 – Proposal Budgets

Minnesota State Mankato - Breakout Room
# Budget Resources

<table>
<thead>
<tr>
<th>PI Roles &amp; Responsibilities</th>
<th>RASP Roles &amp; Responsibilities</th>
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<tbody>
<tr>
<td>• Define budgetary needs</td>
<td>• Can draft budget as defined by PI(s)</td>
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<tr>
<td>• Discuss budget with collaborator(s), dept(s) and dean(s)/supervisor(s)</td>
<td>• Assist with drafting budget narrative (<em>depends on complexity</em>)</td>
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<tr>
<td>• Obtain dean(s)/supervisor(s) approval</td>
<td>• Support completing the funding agency budget forms</td>
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<tr>
<td>• Prepare final budget and budget justification</td>
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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
  • Base Salary/24 credits = per credit rate
  • Base Salary/168 days = 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**

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate</th>
<th>Projects Description</th>
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<tbody>
<tr>
<td><strong>Federal Rate</strong></td>
<td>38.1% for on-campus projects</td>
<td>All direct salaries and wages, applicable fringe benefits, and tuition</td>
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<tr>
<td></td>
<td>10.6% for off-campus* projects</td>
<td></td>
</tr>
<tr>
<td><strong>Non-federal Rate</strong></td>
<td>12% for on-campus projects</td>
<td>Total Direct Costs</td>
</tr>
<tr>
<td></td>
<td>8% for off-campus* projects</td>
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</table>

*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 negativity 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/