TIP Budget Narrative and Budget Review 2010

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NIST
Introduction
Data Entry
Budget Narrative
Budget
Final Review
Introduction

TIP Proposal

- Project
- Impact
- Budget
- S&T
Submission Process

- Electronic – Grants.gov
- Paper – 16 copies

Proposal Package

- SF-424 (R&R) Form
- Research & Related Form
- NIST-1022 “Family of Forms”
- Project Narrative
Introduction

Where to find assistance on preparing a TIP Budget and Budget Narrative

• TIP Proposal Preparation Kit
• The TIP Web Site
• TIP Contacts
Data Entry: Plan Ahead

SF-424 (R&R) Form

• Proposal Cover Sheet
• Identifying Information for the Single Company Proposer or for the Joint Venture Lead

Research & Related Other Project Information Form
Data Entry: Plan Ahead

NIST-1022 “Family of Forms”

• A Dynamic, Self-Contained PDF File
• Adobe Reader
  http://get.adobe.com/reader/
• Warnings
Data Entry: Plan Ahead

NIST-1022 “Family of Forms”

- NIST-1022 TIP Proposal Information
- NIST-1022A Other Joint Venture Members
- NIST-1022B Contractors or Subrecipients
- NIST-1022C Budget Narrative
- NIST-1022D Third Party In-Kind Contributions
- NIST-1022E Estimated Multi-Year Budget - Single Company
- NIST-1022F Estimated Multi-Year Budget - Joint Venture

- NIST-1022G Foreign-Owned Company Questionnaire
- NIST-1022H R&D Work Performed Outside U.S Questionnaire
Data Entry: Plan Ahead

NIST -1022 Proposal Information Sheet

Your response will determine which forms are displayed

- Proposal Type
- Project Duration
- Contractors or Subrecipients
- Third Party In-Kind Contributions
- Foreign Involvement
Data Entry: Plan Ahead

NIST-1022A Other Joint Venture Members
- Identifying information for the remaining JV members
- Joint Venture Proposals only

NIST-1022B Contractors or Subrecipients
Identifying information for each Contractor and/or Subrecipient
NIST -1022C Budget Narrative Form

Direct Costs

A. Personnel
B. Travel
C. Equipment
D. Materials and Supplies
E. Contractors
F. Other

(i.e. Audits, Fringe Benefits, Subrecipient’s Direct Costs, Third Party In-Kind Contributions, etc.)
NIST-1022C Budget Narrative Form

Indirect Costs

Recipient
- Indirect Cost Rate
- Indirect Costs

Subrecipient
- Indirect Costs
Budget Narrative

NIST-1022C Budget Narrative Form

Sources of Funds

Federal Funds

• TIP Funds
• Funds can only be used to cover Direct Costs
• Total MUST NOT BE more than 50% of Total Project Cost

Nonfederal Funds

• Recipient Funds
• Cash Contributions from Other Sources
• Third Party In-Kind Contributions
NIST-1022D Third Party In-Kind Contributions

• Third Parties do not include recipients, contractors, subrecipients, informal collaborators.

• Examples of typical contributions include equipment, research tools, software, supplies, and/or services

• See 15 CFR § 14.23
NIST-1022E (Single Company) / NIST-1022F (Joint Venture) Estimated Multi-Year Budget

Top Section: “Cost Category”

- Lines A-K are automatically generated from data previously entered on the NIST-1022C form once the “Generate Estimated Multi-Year Budget” button is clicked.
NIST-1022E (Single Company) / NIST-1022F (Joint Venture) Estimated Multi-Year Budget

Middle Section: “ALL SOURCES OF FUNDS”

- Data MUST be manually entered
  - Each Year
  - Each Source of Funding for each Recipient
- Line 1.K must equal Line 2.C
- For Complex Sources of Funds see examples provided in the Proposal Preparation Kit (p. 81)
NIST-1022E (Single Company) / NIST-1022F (Joint Venture) Estimated Multi-Year Budget

Bottom Section: “TASKS”

• Data must be manually entered
  Each Year
  Each Recipient
• Categories must match the Gantt Chart
• Line 1.K must equal Line 3.B
Cost Share Calculation

- Annual Project Cost = Annual Funds Available
- TIP Funds Applied to Direct Costs Only

Recipient's Cost Share (%) = \( \frac{\text{Nonfederal Funds}}{\text{Federal} + \text{Nonfederal Funds}} \times 100 \)
Budget Narrative And Budgets

- Complete
- Consistent
- Appropriate
- In Compliance
- Accurate

“A poorly prepared or incomplete budget or budget narrative may result in a proposal being ranked low or even noncompetitive.”