



TIP Budget Narrative and Budget Review 2010

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TIP Budget Narrative and Budget Review

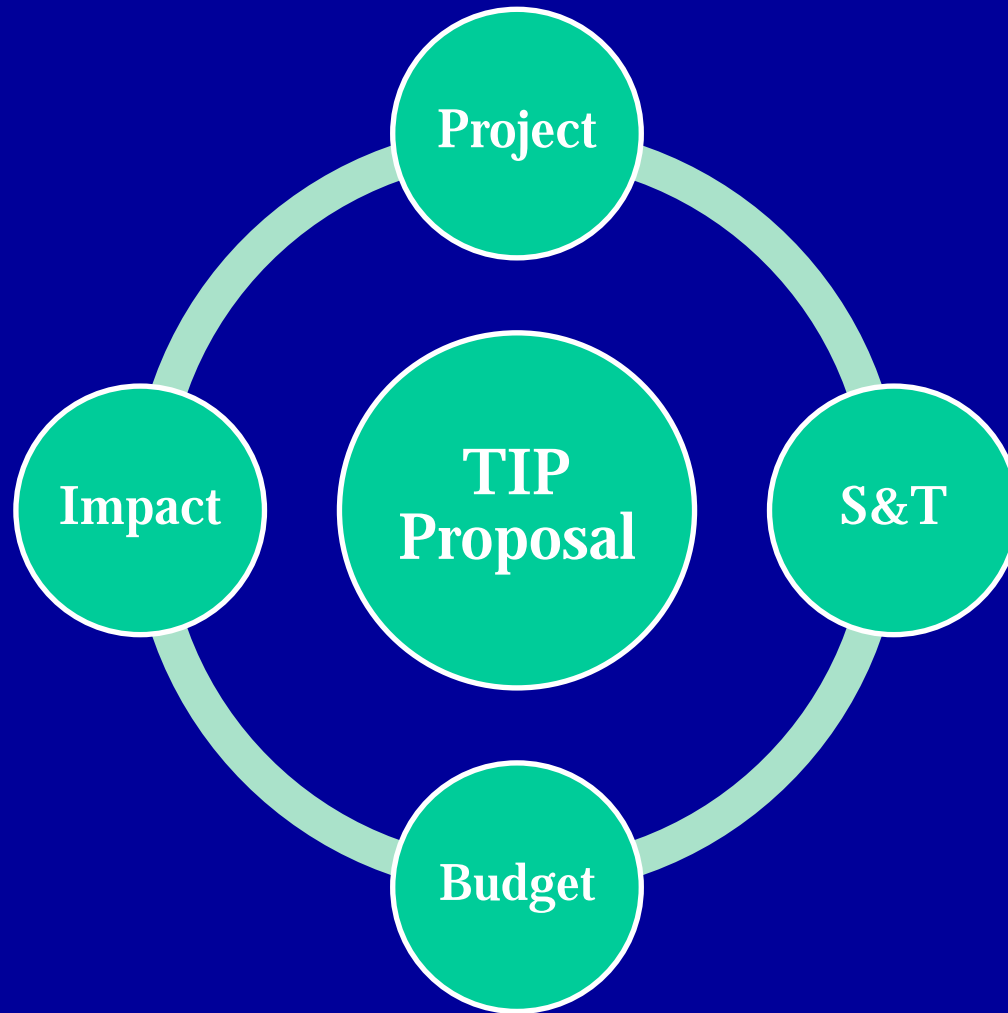
Introduction

Data Entry

Budget Narrative

Budget

Final Review





Introduction

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



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



Budget Narrative

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.)



Budget Narrative

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



Budget Narrative

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

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

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.”