

## INSTRUCTIONS FOR BUDGET PREPARATION

The proposed budget is one component considered in the selection process. **The sub-recipient must complete the Water Research Foundation Research Project Budget Form and must prepare a Budget Narrative.** One copy of the Budget Form and Budget Narrative should be submitted with your proposal. Only the Budget Summary Page, Contribution Sources Page and Budget Narrative will be shared with WRF volunteers involved with reviewing the proposal. **Please DO NOT include individual salary information in the Budget Narrative.**

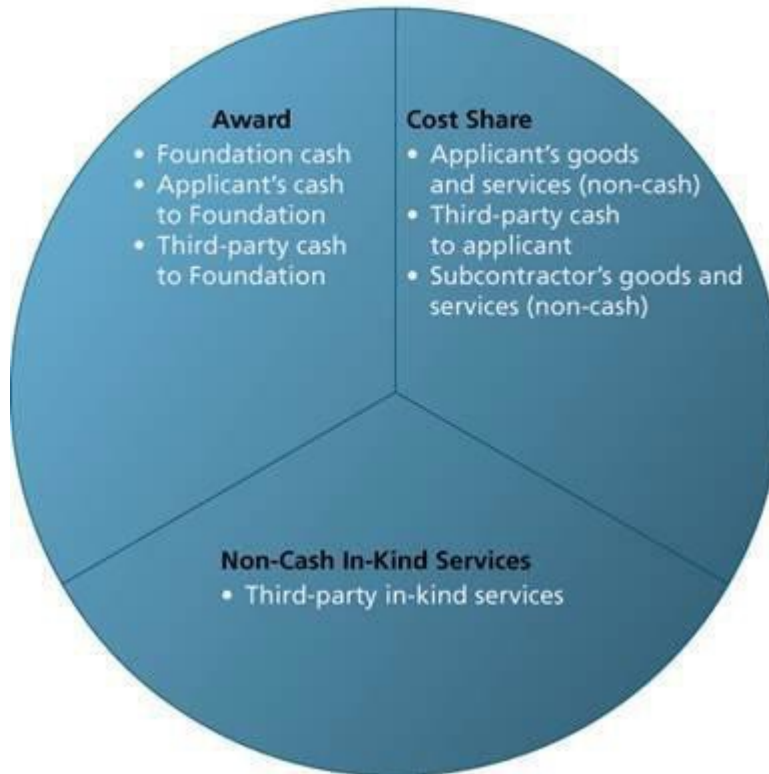
Each budget will be reviewed by WRF for cost allowability under federal cost principles. Principles governing the allowability of costs are contained in the Uniform Grants Guidance, 2 CFR 200) for non-commercial entities, and in 48 CFR 31.2 for commercial organizations. These cost principles may be obtained by using the links provided in “Financial and Grant Management Researcher Guidelines” document located at <http://www.waterrf.org/funding/Pages/proposal-guidelines.aspx>

### Definitions:

- The **total project value** is made up of money from WRF, the sub-recipient, and third-party cash to WRF.
- Non-cash contributions (services, etc.) from the sub-recipient and sub-contractors are counted as **cost share**.
- **Third-party contributions:** Cash or non-cash contributions that come from an organization other than WRF, sub-recipient, or sub-contractors.
  - Cash contributions:
    - If the money comes directly to WRF, it is counted as award money.
    - If the money goes directly to the sub-recipient or sub-contractors, it is counted as cost share.
  - Non-cash contributions are counted as **in kind**.

See the following diagram to understand how all of these funding sources work together to form the total project budget:

## Total Project Value



### Contribution Sources Page:

On this page, identify the source and dollar value of award, cost share and third-party non-cash in-kind contributions. Sources are identified by Water Research Foundation, Sub-recipient, and Third Parties rows. Sub-recipients may only populate 'open' cells in those rows.

**Third-party contributions must be confirmed by letters of commitment.** The letter of commitment must identify the type (e.g., cash, labor, materials, services, and/or samples) and estimated dollar value of the contribution, and must be signed by an authorized representative of the organization. Letters of commitment must be included in with the full proposal (see Section L, Full Proposal Instructions). **Third-Party contributions will not be considered in the proposal selection process unless a letter of commitment is included with the proposal that includes the contribution amount (\$).**

Under the terms of WRF's Project Funding Agreement (PFA), the sub-recipient is contractually responsible for documenting the proposed third-party contributions during the project.

If cash contributions are included, please indicate in the **Budget Narrative** whether WRF will be receiving the contributions directly from the contributing organizations. Sub-recipients should work directly with contributing organizations to decide where those

contributions will be sent.

**Pages and columns A through J:** Note that the form provides separate columns for *Award* and *Cost Share* of the estimated costs. Under *Award* and *Cost Share*, show the dollar value of each category's estimated costs that will be billed to WRF and provided as cost share by the sub-recipient, respectively.

- A. Key Personnel. Key personnel include the Principal Investigator (PI) and co-Principal Investigators (co-PI) who are employees of the sub-recipient's organization(s). Note that the Budget Form requires that the sub-recipient break down labor costs by direct rate and fringe benefit, and separately account for any indirect costs applied to labor (see Section H below). WRF cannot accept fully burdened labor rates in lieu of this detail. **Proposals that include fully burdened labor rates without providing the cost detail specified in the Budget Form will not be considered. DO NOT INCLUDE INDIVIDUAL SALARY AND WAGE INFORMATION IN THE BUDGET NARRATIVE, as the Budget Narrative is shared with volunteer reviewers.**

Under *Number of Hours*, enter the total number of hours that the employee will charge to the project during the period of performance. The PI and each co-PI must commit a reasonable and appropriate amount of time to the project, commensurate with the proposed scope of work described in the Project Description and the Management Plan.

Under *Direct Hourly Rate*, enter the actual, unburdened hourly wage that the employee is paid. Although salary and wage rates are required on the Budget form, **DO NOT INCLUDE INDIVIDUAL SALARY AND WAGE INFORMATION IN THE BUDGET NARRATIVE**

Under *% Time Allocated to Project*, enter the percentage of time the employee will spend on the project during the period of performance, based on 2080 working hours per year.

*Fringe Benefit % of Direct Labor:* If the sub-recipient's usual accounting practices provide that its contributions to employee benefits (social security, retirement, etc.) be treated as direct costs, enter the sub-recipient's fringe benefit rates for each employee. The basis for fringe rates should be discussed in the **Budget Narrative**.

- B. Other Personnel. Other personnel include project personnel other than the PI and co-PIs who are employees of the sub-recipient's organization(s). Follow the instructions provided above for Key Personnel.
- C. Equipment Rental and Special Equipment Purchase. Capability to perform the project with existing facilities and equipment is assumed.

Lease or rental of equipment needed solely for use on the project is considered on a case-by-case basis. Under *Equipment Rental*, provide a description and cost for each

proposed item of rental equipment with a total rental cost of more than \$1,000. Rental equipment costing less than \$1,000 should be included in Other Direct Costs. The **Budget Narrative** must provide the following information for each item of rented equipment: vendor, model number, quantity, length of rental and unit cost (e.g. hour, day, week), and description of the use or application.

Purchase of special purpose equipment solely for use on the project and not available by other means (e.g. lease or rental) is considered on a case-by-case basis. Under *Special Equipment*, provide a description and cost for each proposed item of special purpose equipment with a total cost of more than \$5,000. Special equipment costing less than \$5,000 should be included in Other Direct Costs. The **Budget Narrative** must provide the following information for each item of special equipment: vendor, model number, source of cost (e.g. quote, catalog), competing quotes or sole source justification, and description of the use or application.

- D. Materials and Supplies. Materials and supplies include expendable or consumable items that are used in direct support of the project. Indicate the general types/categories of materials and supplies to be used on the project (e.g. office supplies, laboratory supplies, sample collection materials) and their estimated costs.
- E. Travel. Enter total estimated costs of project-related domestic travel (including U.S., Canada, Mexico and U.S. possessions) and international travel by the sub-recipient's employees. Only sub-recipient employee travel that is directly related to the project (e.g., field work, attendance at meetings and conferences) should be included. Attendance at meetings and conferences must demonstrably benefit the research team's ability to perform the project, plan extensions of it, or disseminate its results. Allowable travel costs include airfare, ground transportation, and subsistence (meals, lodging and incidentals). Travel costs must be detailed in the **Budget Narrative**, including individuals, destinations, basis for estimated costs, and purpose for travel. Note: Travel by U.S.-based sub-recipients outside the U.S., Canada, Mexico and U.S. possessions may require prior approval for each instance.

Project-related travel by individuals other than the sub-recipient's employees (e.g., invited participants to project-related workshops) should be included in Other Direct Costs.

- F. Subcontractors. List each subcontractor on the research team and the total value of each subcontract. The **Budget Narrative** must summarize the project roles and responsibilities for each subcontractor and must provide a cost breakdown for each subcontractor by the following categories: Labor, Equipment, Materials and Supplies, Travel, and Other Direct Costs.
- G. Other Direct Costs. Any other direct costs not specified in Sections A – F of WRF Research Project Budget form should be entered here. Such costs must be detailed and justified in the **Budget Narrative**.

- H. Indirect Costs. The sub-recipient must substantiate their indirect cost rate in accordance with the requirements outlined in Section II — Instructions for Preparing Solicited Proposals, under “Stand-Alone Items.”

Under *Cost Category*, indicate the direct cost category (e.g. labor, equipment, subcontracts) to which the particular indirect rate applies.

Under *Rate %*, provide the indirect cost rate applicable to the direct cost category.

Under *Base \$*, provide the total direct costs to the project for each cost category (these should match the respective totals in the preceding sections of the budget form).

- I. Fee. Provide the amount of fee (profit) associated with the project.
- J. Survey. The U.S. government’s Paperwork Reduction Act of 1995 (PRA) establishes conditions on the use of Federal funds for conducting information collection activities (e.g. surveys). Under the PRA, an information collection activity is defined as obtaining facts or opinions from ten or more persons by the use of standard questions presented in forms, telephone or personal interviews, the internet, requests for narrative responses to questions, or almost any other means. Typical Foundation project activities that meet this broad definition include mail surveys, telephone surveys, email or web-based surveys, and face-to-face meetings (e.g. workshops) that aim to obtain information from ten or more water utility employees and/or other drinking water professionals. WRF has determined that the most expeditious way to comply with PRA requirements is to use non-Federal funds for information collection activities on projects that are otherwise federally funded. It is therefore necessary for sub-recipients and their subcontractors to separately budget, track and invoice all costs associated with information collection activities.
- K. If the sub-recipient’s proposed scope of work includes surveys or similar information collection activities that fall under the provisions of the PRA, provide the total estimated cost for these activities, including labor, travel, materials, equipment and supplies. The costs (excluding individual salary and wage rates) should be explained fully in the **Budget Narrative**.