

Field Name	Instructions
Cognizant Agency (Agency Name, POC Name and Phone Number)	Enter the name of the cognizant Federal Agency, name, and phone number of the individual responsible for negotiating your rate. If no cognizant agency is known, enter “None.”
Indirect Cost Rate Agreement Date	If you have a negotiated rate agreement, enter the agreement date.
Total Indirect Costs	This field auto-calculates.

C. Total Direct and Indirect Costs (A+B) Funds Requested (\$)

The total funds requested for direct and indirect costs. This field is required.

Once you have entered all required information for budget period 1, press the Next Period button to enter information for the subsequent budget period.

5.4.2 Cumulative Budget Information

Cumulative Budget Information

All values for the Cumulative Budget Information are calculated automatically. They equal the summations of the amounts that you have entered previously for each of the individual budget periods. Therefore, no data entry is allowed or required, in order to complete this “Cumulative Budget” section.

If any of the amounts displayed on this form appears to be incorrect, you may correct it by adjusting one or more of the values that contribute to that total. To make any such adjustments, you will need to revisit the appropriate budget period form(s), to enter corrected values.

Modular Budget Justifications

Field Name	Instructions
Personnel Justification	<p>List all personnel, including names, percent of effort and roles on the project. NIH and other PHS agencies use the concept of person months as a metric for determining percent of effort. To assist applicants unfamiliar with this concept, resources are available on the web at http://grants.nih.gov/grants/policy/person_months_faqs.htm. Frequently asked questions and a conversion calculator are available.</p> <p>No individual salary information should be provided. Since the modules should be a reasonable estimate of costs allowable, allocable, and appropriate for the proposed project, applicants must use the current legislatively imposed salary limitation when</p>

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	<p>estimating the number of modules. For guidance on current salary limitations contact your office of sponsored programs.</p> <p>The salaries of administrative and clerical personnel should normally be treated as F&A costs. Inclusion of such costs may be appropriate only if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. Administrative or clerical services are integral to a project or activity; 2. Individuals involved can be specifically identified with the project or activity; 3. Such costs are explicitly included in the budget or have prior written approval of the Federal awarding agency; and 4. The costs are not also recovered as indirect costs. <p>For all individuals classified as secretarial/clerical, in addition to the name, percent effort and role, provide a justification documenting how they meet all four conditions. NIH ICs may request additional information for these positions in order to assess allowability.</p> <p>NIH grants also limit the compensation for graduate students. Compensation includes salary or wages, fringe benefits and tuition remission. This limit should also be used when estimating the number of modules. See: http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html</p> <p>Save the information in a single file and click the add attachment button to complete this entry.</p>
Consortium Justification	<p>Provide an estimate of total costs (direct plus Facilities and Administrative) for each year, rounded to the nearest \$1,000. List the individuals/ organizations with whom consortium or contractual arrangements have been made. List all personnel, including percent of effort, using the metric of <u>person months</u>, and roles on the project. No individual salary information should be provided. Indicate whether the collaborating institution is foreign or domestic. While only the direct cost for a consortium/contractual arrangement is factored into eligibility for using the modular budget format, the total consortium/contractual costs must be included in the overall requested modular direct cost amount.</p> <p>Save this information in a single file in a location you remember. Click Add Attachment, browse to where you saved the file, select the file, and then click Open.</p>
Additional Narrative Justification	<p>If the requested budget requires any additional justification; e.g, variations in the number of modules requested, save the information in a single file and click the add attachment button to complete this</p>