

PROPOSAL BUDGET JUSTIFICATION STATEMENTS

<p>Indirect Cost Rate Statement <i>[update date of agreement as necessary]</i> <i>See F & T Off Campus Policy for more information; see Rate Agreement for GFDL information.</i></p>	<p>Under a DHHS Agreement dated March 13, 2023, indirect costs are collected on Modified Total Direct Costs (MTDC) at a rate of 62% for on-campus activity, 26% for off-campus activity. The on-campus rate increases to 64% as of 7/1/2024. MTDC excludes capital equipment costs, graduate student tuition, fellowship costs, each subaward over the initial \$25,000 and participant support costs. The DHHS representative is Ryan McCarthy, (212) 264-2069.</p>
<p>Other Sponsored Activities [Non-research related proposals – RFP’s may request OSA rate use. Talk to your GCA about using this rate for Conference proposals]</p>	<p>Under the DHHS Agreement dated March 13, 2023, indirect costs are collected on Total Direct Costs (TDC) at a rate of 35%. Work performed under this project does not involve Sponsored Instruction or Research.</p>
<p>Fringe [Academic Department]</p>	<p>Under a DHHS Agreement dated March 13, 2023, fringe benefits for FY24 are 37.3% until amended.</p>
<p>Fringe [Administrative Department] <i>Library/Art Museum, and other University Services</i></p>	<p>Under a DHHS Agreement dated March 13, 2023, fringe benefits for FY24 are 30.4% until amended.</p>
<p>Non-Faculty PI Statement <i>[update title as necessary]</i></p>	<p>The Principal Investigator (PI) is appointed for 12 months at Princeton as a [senior researcher], which means his entire salary support is dependent on grants. This is in contrast to a faculty position, where academic year salary is covered by the institution.</p>
<p>Graduate Salary Statement</p>	<p>Graduate student salaries are determined by the Princeton University Graduate School and are inflated at a rate of 3% (both AY and Summer).</p>
<p>OLD Graduate Tuition Statement</p>	<p>Graduate student tuition is determined by the Princeton University Graduate School and is inflated at a rate of 4%.</p>
<p>NEW Standard Text for Tuition Cost Exclusion [use as necessary]</p>	<p>As of 8/1/2022, Princeton University has elected to subsidize graduate student tuition on all sponsored projects. Thus, while graduate student salary/stipend may be budgeted and charged on sponsored projects, tuition will not be budgeted or charged.</p>
<p>Fundamental Research Statement <i>[This statement is often seen in a commitment letter and may be included in your budget justification if necessary. Discuss with your GCA should you have any questions.]</i></p>	<p>Princeton University conducts fundamental research and therefore:</p> <ul style="list-style-type: none"> • Does not undertake classified work or research requiring national security controls; • Will not accept an agreement with publication restrictions; • Prohibits discrimination based on nationality, country of origin, ethnicity, gender, race or religion for all personnel involved (paid or unpaid); • Cannot accept terms or condition which restrict any member of the research group (paid or unpaid) from participating in the project; and • Cannot accept or receive any material that is export controlled (other than EAR99).
<p>Hourly Wage Statement <i>[add exclusions as necessary – i.e. student hourly wages]</i></p>	<p>Princeton University budgets and reports salary expenses for all research projects on a percentage basis, or person months, and does not maintain an ‘hourly’ record. Please note all hourly based wages provided are estimates for informational purposes only based on the Sponsor requested format.</p>
<p>NSF Year Definition</p>	<p>Princeton’s fiscal year is July 1 through June 30.</p>
<p>Fixed Price Subawards: May be foreign, entities with no annual audit. <u>Contact your GCA or ORPA subaward manager to verify whether your sub falls within this category.</u></p>	<p>The subaward to [Name the subrecipient here] documented in this proposal meets the criteria described in Subpart C- 200.201(b) and Princeton University is therefore requesting prior agency approval of this Fixed Price Subaward. The University will consider the subrecipient’s budget for the entire period of performance approved if an award is made and no contrary guidance from the agency is included in the award notice.</p>
<p>DO NOT INCLUDE – Faculty <u>are</u> committing AY time to projects.</p>	<p><i>Princeton University fully supports the academic year salaries of Professors, Associate Professors, and Assistant Professors but makes no specific commitment of academic year time or salary to this particular research project.</i></p>

PROPOSAL ERA REMINDERS

PI Certify	Required in ERA proposals only for the lead PI. PI Assurances are routed for all Co-PI's and key personnel.
PI Assurance	Must be completed for each Co-PI and all key personnel listed in the ERA file/proposal. You can check whether this is completed on the 'review' tab in ERA, and Certify should say YES on the main page. Do not route if the answers are still no.
PI Effort	When no salary is budgeted for PI or Co-PI, ensure PI/Senior Key Personnel effort is added to the ERA budget accordingly. <u>Ignore the cost-share alert message in ERA.</u>
Compliance Questions	It is important to answer these questions collectively with your PI if they are not answering them directly in ERA – vital information regarding foreign involvement may be missed.
Other Significant Contributor	Specific to NIH proposals only. This is not key personnel meaning, no Biosketch or C & P would be required. ERA will identify as key, but they are not for NIH.
Key Personnel	Identifying someone as key means they are integral to the project and should they leave at some point during an award the sponsor would need to be notified. You would be submitting a Biosketch and C & P (other) support documents to the sponsor for these individuals. Post-docs should not be identified as key personnel as they are temporary by nature.
Post-doc Effort	For federally funded sponsored projects or programs, postdoc effort should not exceed 97% effort, or 11.64 months. <u>Waiver</u> required for 100% effort if awarded.
Participant Support [NSF – not human subject payments]	An <u>additional, separate budget</u> in your ERA proposal record is required for participant support costs with 0% IDC. Make sure to include a price per participant in your budget justification and delineate between the categories as in the <u>PAPPG</u> [stipend, subsistence allowance, travel allowance, registration fees, other].
Current & Pending / Other Support	Include the full award amount coming to Princeton, not just for your department PI. 1% minimum effort required on all proposals, with the exception of fellowships. 9-month appointments with 1% effort would equate to 0.09 person months.
Grad Student Salary/Summer	Salary for graduate students should be inflated as of August, not in July, so both summer months would be the same amount in your budget. Example: Grad salary is \$42,000 which is a monthly cost of \$4,200. Next June/July summer would be \$4,200 each, inflating AY salary to \$43,260 as of 8/1/2024.

ITAR/EXPORT CONTROL

Equipment Quotes / Classification	When shipping equipment overseas for a sponsored project, Princeton must verify whether any items (including technical data, ex. Manuals) are on the Commerce Control List (CCL) or the U.S. Munitions List (USML). Please request from the purchasing vendor to provide the ECCN# or the ITAR classification (CCL is ECCN# and USML is the ITAR classification) to be provided and included on the ERA Compliance questions when possible.
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FOREIGN COMPONENT

Hiring individuals to work in a foreign country	If personnel will be supported by sponsored research and <u>working in a foreign country</u> , please speak with your Grant & Contract Administrator at ORPA. This may include researchers, graduate students or post-docs.
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