

Session 3 – Proposal Budgets 101

Winona State University - Breakout Room

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Budget Responsibilities & Resources

PI Roles & Responsibilities	G&SP Roles & Responsibilities
<ul style="list-style-type: none">• Define budgetary needs• Discuss budget with collaborator(s), department chair, and dean(s)/supervisor(s)• Obtain dean(s)/supervisor(s) signatures on Transmittal Form and submit to G&SP• Review G&SP Handbook: winona.edu/grants/resources.asp<ul style="list-style-type: none">• Pre-award and post-award guidance• Provisions for allowable costs for federal projects• Determining salary, wages, fringe benefits• F&A / Indirect cost rate• Training and registrations• Review relevant policies: winona.edu/grants/regulations.asp• Prepare final budget and budget justification	<ul style="list-style-type: none">• Can draft budget as defined by PI(s)• Assist with funding agency budget forms• Advise on salary, fringe, and F&A costs• Coordinate final approvals and submission unless otherwise negotiated

Determining Salary, Wages, and Fringe Benefits

Sponsored Project Personnel	Contract Basis	Salary Basis*	Fringe Basis**	Summer Fringe	Comments
IFO faculty	168 duty days / 9 mo.	Actual rate / duty day	Actual fringe / duty day	18%	224 maximum duty days; summer salary same as academic year
IFO faculty – new hire	168 duty days / 9 mo.	Comparable rank	36%	18%	224 maximum duty days; summer salary same as academic year
Adjunct faculty	Credit hour	\$1,514 / credit hr.	7.65%	7.65%	If over 50% FTE then qualifies for full benefits (36% fringe)
Academic faculty, staff	12 mo. / 26 pay periods	Actual rate / pay period	Actual fringe / pay period	Actual fringe / pay period	Salary, fringe same in summer
Academic faculty, staff – new hire	12 mo. / 26 pay periods	Comparable classification	36%	36%	Salary, fringe same in summer
Graduate student – full time	Semester	\$5,000 / semester	7.65%	--	<u>Must include tuition</u> for 9 credit hr. / term in addition to salary
Graduate student – part-time	Semester	\$2,500 / semester	7.65%	--	<u>Must include tuition</u> for 4 credit hr. / term in addition to salary
Graduate student – full-time summer	Summer term	\$5,000 / summer term	--	7.65%	<u>Must include tuition</u> 9 credit hr. in addition to salary
Graduate student – part-time summer	Summer term	\$2,500 / summer term	--	7.65%	<u>Must include tuition</u> 4 credit hr. in addition to salary
Student employee	Hourly	\$10 / hour	7.65%	7.65%	May pay higher than minimum; no more than 60 hrs. / 2-week pay period
Work-study student	Hourly	\$10 / hour	--	--	May pay higher than minimum but maximum \$2,750 / semester

**For multi-year proposals, include 2% salary increases for each year for faculty, adjunct faculty, and academic faculty and staff*

***Fringes differ for each employee but may include health insurance, social security, unemployment compensation, workers' compensation, medical FICA, retirement, income continuation insurance, life insurance, severance allowance, tuition reimbursement*

Facilities & Administration / Indirect Costs

Indirect Rate Type	On-Campus (%)	Off-Campus* (%)	Basis
Federally negotiated	39.95	18.43	Direct salaries, wages, fringes**
University rate	10.00	10.00	Modified total direct costs (MTDC)***

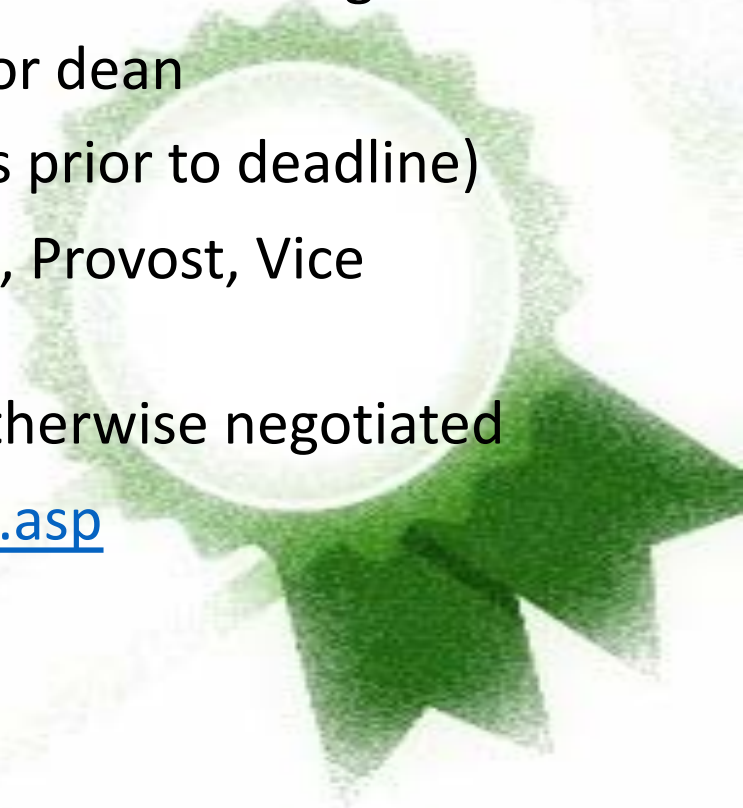
*Off-campus – activities performed in facilities not owned by the institution and to which rent is directly allocated to the project

**Fringes – specifically identified to each employee and charged as direct costs; includes FICA, retirement, workers' compensation, unemployment insurance, health and dental insurance, disability insurance, life insurance, retirement, severance allowances, tuition remission

***MTDC – salaries, wages, and fringes; materials and supplies; services; travel; publication costs; and the first \$25,000 of each subaward to other organizations)

Proposal Approval Process



- Complete Transmittal Form and attach most current drafts of detailed budget
 - Project Director secures approvals of department head and/or dean
 - Submit to G&SP prior to submission deadline (7 working days prior to deadline)
 - Director G&SP secures approval of the appropriate President, Provost, Vice President, or Associate Vice President
 - G&SP will coordinate final approval and submission unless otherwise negotiated
 - Transmittal Form and Instructions: winona.edu/grants/forms.asp
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Questions/Thoughts/Comments?

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Grants & Sponsored Projects – grants@winona.edu

Campus Resources – Winona State University

- Grants & Sponsored Projects
 - <https://www.winona.edu/grants/default.asp>
- Statistical Consulting & Research Center
 - <https://www.stcloudstate.edu/cose/community-partners/stat-consulting.aspx>
- G&SP Resources - Handbook, FAQs, Proposal Tips, Education Modules
 - <https://www.winona.edu/grants/resources.asp>
- GrantForward
 - <https://www.grantforward.com/>
- Research with Human Subjects
 - <https://www.winona.edu/grants/irb.asp>
- Research with Animals
 - <https://www.winona.edu/grants/iacuc.asp>