**Proposal Title**

**Names of PIs**

**Organization**

**Budget Information**

*[Updated WHOI information here]*

The Woods Hole Oceanographic Institution (WHOI) is a non-profit [501(c)(3)] research and education organization subject to the cost principles of 2 CFR 200. Our cognizant oversight agency is the Office of Naval Research (ONR). WHOI Principal Investigators are responsible for conceiving, funding and carrying out their research programs.  Senior Personnel are expected to raise 12 months of support per calendar year for themselves and their staff by writing proposals and obtaining sponsored research grants and contracts from a variety of sources. Some teach voluntarily in WHOI’s Joint Program, but support for this is limited. NSF has confirmed to WHOI that salary support from grants beyond 2 months per calendar year can be justifiable for these Principal Investigators. WHOI uses a standard escalation rate for salaries and other direct costs in outyear budget estimates. WHOI’s fiscal year runs from Jan. 1 - Dec. 31 (with the calendar year).

A proposed labor month is equal to 152 hours or 1824 hours annually versus 2080 hours (40 hours/week for 52 weeks). The difference is for vacations, holidays, sick time, and other paid absences, which are included in the Paid Absences calculation.

Employee benefits have been proposed using composite weighted average rates that are the total assignable to salaries of regular employees including paid absences, excluding Graduate Research Assistants, overtime salaries & allotted paid leave benefits. The period composite rates are weighted averages of the specific rates for each fiscal year in accordance with WHOI’s 2022 provisional rate agreement (dated 12/9/2021) and 2019 Provisional Forward Pricing Letter (dated 2/12/2019) with the Office of Naval Research. When proposal periods cross fiscal years, composite rates or weighted averages are calculated based upon the duration of time spent in each fiscal year.

**Budget Narrative**

*[Cost breakdown and placeholder text is based on NOAA GMD guidance and the categories mirror those in the SF424A – please follow this approach to avoid delays in processing your proposal]*

**A. Salary – Total: $XXXX**

**A.1 Senior Personnel.** Anderson has overall oversight of effort, and will participate in annual PI meetings and manuscript preparation. X months of his time is requested for these activities**.**

**A.2. Other Personnel. [***Please list effort as above for each individual participating in the project].*

**B. Fringe Benefits – Total: $XXXX**

*Fringe Benefits for the salaries of the personnel listed above equal $XXXX and were calculated in accordance with our negotiated rate agreement, details can be found on the attached breakdown.*

*[Please list the fringe total generated by WHOI grants]*

**C. Travel –** **Total: $XXX**

Travel funding is budgeted for Anderson to attend the annual PI meeting to be held in Washington, DC:

R/T flight from Boston to Washington, DC = $XXX

Ground transportation (Mileage): Woods Hole, MA to Logan Airport - 100 miles x 0.58 = $58.00; Daily Subsistence $57 x 5 days= $285.00

Total = $XXX.

**D. Equipment – Total: $XXX**

Funds are budgeted to purchase two Macbook pro computers. These computers will be used to …….ETC.

**E. Supplies – Total $XXX**

[*Please include a breakdown of your supplies here, including total amounts for each - see example text that follows].* Funds are budgeted for the purchase of laboratory consumables, including pipette tips ($XXX), tissue culturing flasks ($XXX), and culture media ($XXX).

**F. Contractual – Total: $XXX**

*[Specify and describe contracts here]*

**H. Other – Total: $XXX**

*[Specify and describe additional categories here.]*

**I. Total Direct Charges (Sum of A-H) = $XXX.**

**J. Indirect Charges – Total: $XXX**

The current **2022** indirect cost rate (Modified Total Direct Cost) for WHOI is **65.04%**, for **2023** and beyond it is **65%.** WHOI has an annually negotiated rate agreement with the Office of Naval Research and uses the method of allocation of indirect costs to Modified Total Direct Cost (MTDC). The rates included in the proposal are those negotiated with ONR annually. When proposals cross fiscal years, composite rates or weighted averages are calculated based upon the duration of time spent in each fiscal year. The normal exclusions contained in 2 CFR 200.1 “Modified Total Direct Cost (MTDC)” apply.

*Clearly display the rate base and the F&A costs using the method below:*

Example A:

Period 1 (period dates): Modified Total Direct Cost = Base ($) x Rate (65.04%) = $

Period 2 (period dates): Modified Total Direct Cost = Base ($) x Rate (65%) = $

Period 3 (period dates): Modified Total Direct Cost = Base ($) x Rate (65%) = $

WHOI cannot “waive” or reduce overhead rates on any sponsored research project due to the structure of our negotiated rates with our cognizant government agency (Office of Naval Research).  When a program sets limits on overhead, WHOI must use Institution unrestricted funds to pay the unfunded portion of the overhead costs.

**K. Total of Indirect and Direct Charges:**

*Add CINAR Task 1 statement here.* ***Please note that NOAA has specified a Task 1 rate of 3.7% for CINAR in 2022.*** *You can use the below text with the specific amount for your project.*

Task 1

Funds toward CINAR Task I activities are budgeted at **3.7%** of total direct and indirect costs = $XXXX.  These activities relate to the management and administration of CINAR, including support for the CI director, administrator, and support staff, as well as travel, supplies, and education and outreach activities.

**L. Amount of this Request:**