**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).

**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]*

**Personnel**

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.

**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**

Employee benefits have been proposed using 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 rates are in accordance with WHOI’s 2024 provisional rate agreement (dated 12/19/2023) with the Office of Naval Research.

***If the budget includes cruise time:***

In addition to regular hours, labor costs each period include Cruise Leave (CL) and Overtime (OT) associated with planned cruises. Premium pay associated with OT is excluded from the MTDC base. Paid Absence rate is applied to regular hours prior to application of benefits. The rates used in the calculation are in accordance with WHOI’s 2024 provisional rate agreement (dated 12/19/2023) with the Office of Naval Research.

*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:

*Identify type (i.e. domestic or foreign) of travel and also the number of trips by year and the reason for travel. Please include all dollars for each portion of the trip. The details of these trips may be found in the table below. If only one trip, a table is not necessary as long as all the details are provided.*

Example:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trip Name** |  | |  | |  | |
| Destination |  | |  | |  | |
| No. of People |  | Year # |  | Year # |  | Year # |
| No. of Days |  |  |  |  |  |  |
| **Costs** | **Base** | **Total** | **Base** | **Total** | **Base** | **Total** |
| Airfare (r/t) |  | $0 |  | $0 |  | $0 |
| Ground Transportation |  | $0 |  | $0 |  | $0 |
| Lodging |  | $0 |  | $0 |  | $0 |
| Per Diem |  | $0 |  | $0 |  | $0 |
| Miscellaneous |  | $0 |  | $0 |  | $0 |
|  |  |  |  |  |  |  |
| **Total** |  | **$0** |  | **$0** |  | **$0** |

Per Diem expenses are based on rates currently available via the [GSA](http://www.gsa.gov/portal/content/104877) website for domestic travel or via the [State Department](https://aoprals.state.gov/web920/per_diem.asp) for foreign per diem. [-OR- WHOI Travel Policy and per diem rates are established by the Finance & Accounting Office and available on WHOI’s Procurement Department website. WHOI’s domestic per diem rate is $57/day.] *Remember it is important to provide a basis of travel estimates (Expedia, previous travel to this location/for this purpose, etc.).*

**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).

*Use the following table as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit price** | **Total Estimated Cost** |
| Name | 3 | $ | $ |
| Name | 3 | $ | $ |

**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**

F&A costs have been proposed at a rate of **65.15%** in **2024** and beyond. 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 negotiated with our cognizant government agency on an annual basis. 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 one of the two methods below:*

Example A:

Period 1 (period dates): Modified Total Direct Cost = Base ($) x Rate (65.15%) = $

Period 2 (period dates): Modified Total Direct Cost = Base ($) x Rate (65.15%) = $

Period 3 (period dates): Modified Total Direct Cost = Base ($) x Rate (65.15%) = $

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 3.3% for CINAR in 2023.*** *You can use the below text with the specific amount for your project.*

Task 1

Funds toward CINAR Task I activities are budgeted at **3.3%** 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:**