**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. Unless noted otherwise, a standard escalation rate of 3.5% is applied to all salaries in outyear budgets to provide for merit increases. WHOI’s fiscal year runs from January 1 – December 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 (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

**A.1 Senior Personnel.** *Please list Senior Personnel and list effort and salary in the below table. Also include a justification and description of each participant, relating each to the program objectives. Any cost of living increases should be built into the budget and justified.*

**A.2. Other Personnel. [***Please include effort and salary in the below table for each individual participating in the project].*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 1** | | | | |
| **Name, Position Title** | **Yearly Salary** | **% of Time** | **Months** | **$ Amount** |
| Senior Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |
| Other Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 2** | | | | |
| **Name, Position Title** | **Yearly Salary** | **% of Time** | **Months** | **$ Amount** |
| Senior Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |
| Other Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 3** | | | | |
| **Name, Position Title** | **Yearly Salary** | **% of Time** | **Months** | **$ Amount** |
| Senior Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |
| Other Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 4** | | | | |
| **Name, Position Title** | **Yearly Salary** | **% of Time** | **Months** | **$ Amount** |
| Senior Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |
| Other Personnel |  |  |  |  |
| [Name, Title] |  |  |  |  |

**B. Fringe Benefits – Total: $XXXX (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

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. In accordance with WHOI’s 2025 provisional rate agreement with the Office of Naval Research dated December 5, 2024, the fringe benefits rate applied to regular salaries is 33.76% and to casual salaries is 9.53%.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** |
| **Name** | **Fringe** | **Fringe** | **Fringe** | **Fringe** | **Fringe** |
| Senior Personnel |  |  |  |  |  |
| [Name, Title] |  |  |  |  |  |
| Other Personnel |  |  |  |  |  |
| [Name, Title] |  |  |  |  |  |

***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. (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

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. (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

*Please include a breakdown of equipment here, including amounts for each item as well as yearly totals above].*

**E. Supplies – Total $XXX. (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

[*Please include a breakdown of your supplies here including amounts for each item as well as yearly totals above].* Funds are budgeted for the purchase of laboratory consumables, including pipette tips ($XXX), tissue culturing flasks ($XXX), and culture media ($XXX).

*If you have a lot of supplies, please list these in the following table.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit price** | **Total Estimated Cost** |
| [XXXX] |  | $ | $ |
| [XXXX} |  | $ | $ |

**F. Contractual – Total: $XXXX (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

*[Specify and describe contracts here. Provide separate budgets for each contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Provide both the annual (for multi-year awards) and total for contractual.]*

**H. Other – Total: $XXXX. (Yr 1:\_\_\_ ; Yr 2: \_\_\_ ; Yr 3: \_\_\_ ; Yr 4: \_\_\_ )**

*[This category contains other items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost Provide both the annual (for multi-year awards) and total for the “other” category.]*

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

**J. Indirect Charges – Total: $XXX**

In accordance with WHOI’s 2025 ONR provisional rate agreement dated December 5, 2024, Indirect Costs are proposed at a rate of 63.68% on a Modified Total Direct Cost basis. Exclusions from the MTDC base include graduate student tuition, equipment/capital expenditures over $5,000, the portion of each subaward over $25,000, participant support costs, cruise leave/overtime costs, ship/submersible use, vessel charters, ship fuel, and maintenance and stabilization agreements for ship overhauls. Direct costs excluded from the MTDC base in this budget are indicated with an asterisk (\*).

*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 (63.68%\*) = $

Period 2 (period dates): Modified Total Direct Cost = Base ($) x Rate (63.68%\*) = $

Period 3 (period dates): Modified Total Direct Cost = Base ($) x Rate (63.68%\*) = $

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

*Add CINAR Task 1 statement here.* ***Please note that NOAA has specified a Task 1 rate of 3.5% for CINAR in 2025.*** *You can use the below text with the specific amount for your project.*

Task 1

Funds toward CINAR Task I activities are budgeted at **3.5%** 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:**