

# Office of Research and Sponsored Programs (ORSP)

Bowie State University

## FREQUENTLY ASKED QUESTIONS ABOUT PROPOSAL BUDGETS

### **How much money should I request when preparing a grant proposal?**

The amount of money requested when writing a proposal is based on its goals and objectives. Funds must be reasonable, allocable, and allowable. The requested amount should cover direct costs such as grant employees, equipment, software, supplies, travel, workshops, conferences, seminars, presenters, evaluators, student interns, etc.

### **What are indirect costs? What is the current indirect cost percentage?**

Indirect costs are not directly related to the production of a specific good or service, but are indirectly related to a variety of goods or services. For example, the cost of administering a large company is an indirect cost that must be spread over a number of products or services. These are also called *overhead*.

The indirect cost (IDC) percentage is 52.1% of salaries, wages, and fringes on campus and 23% off-campus. In certain cases, other rates may apply. For example, the U.S. Department of Education has a ceiling cap of 8% IDC on all direct costs, excluding stipends, for research and training grants. If you have any questions about the indirect cost percentage, contact ORSP.

### **When do I use the off-campus indirect cost percentage?**

When performing more than 50% of the project, as a whole, in facilities not owned or maintained by Bowie State University, the 23% Off-Campus indirect cost percent applies.

### **What are indirect cost exclusions?**

The indirect cost calculation is 52.1% salaries, wages, and fringes. In certain cases, an agency may allow the recapture of indirect costs incurred on the total amount of all direct costs. In either case, whichever calculation is higher will prevail. Students do not receive fringe. Only calculate IDC on student wages.

### **What are the current fringe benefit rates?**

The regular fringe rate is approximately 33% and the standard contractual rate is approximately 8%.

### **What is release time?**

A faculty member can elect to have a percent of their base salary paid by grant funds and receive a proportional release time from teaching and other duties. Currently, the minimum amount of release time is 25% per academic semester (requiring grant support for 25% of the faculty member's salary for that semester). The chair's and dean's approval are required.

### **What is Cost Sharing?**

Cost Sharing is the university's support of a project through either cash or in-kind services, required by a given sponsor. Cost Sharing requirements vary, but they generally represent a percentage of the total cost. The chair's and dean's approval are required.

### **When do the Investigator Financial Disclosure Rules apply?**

Agency-specific Investigator Financial Disclosure Rules apply to every proposal submitted to the National Science Foundation and National Institute of Health.

### **What are the current travel reimbursement rates?**

#### **Meal Rates**

Effective December 18, 2014, the standard per diem rates for meals for FY2015 are as follows:

**Breakfast...**\$ 9.00

**Lunch...**\$11.00

**Dinner...**\$25.00

*For domestic travel, meal expenses will normally be reimbursed on per diem rates for standard and high-cost areas. Foreign travel is reimbursed at actual cost with detailed receipts or at the applicable U.S. Department of State meal and incidental (M&IE) rate without receipts.*

#### **Mileage Rates**

Effective December 18, 2014, University System of Maryland employees will be reimbursed for the use of a personal vehicle at the rate of 57.5 cents per business mile driven.

**The agency only has \$50,000 available for my project, but I need \$75,000 to do the work.**

#### **What can I do?**

It is recommended that you reduce the scope of work to a level that can be supported by the amount of the agency funds available or seek additional sponsorship from a private donor. It is the University policy to include cost sharing as required by the agency.