Proposal Phase

The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion

Step 1.3: Budget Preparation

**Purpose:** To prepare a budget that meets the scope/needs of the project while also adhering to agency guidelines and all other university regulations.

**Parties Involved:** Research Administrator, C&G Specialist III, Principal Investigator/Researcher, Subcontractors (if applicable), Chairs and Deans

**Steps in the Process:**

- Gather basic budgetary information to include:
  - Title
  - Due date
  - Funding agency (mark if flowdown)
  - Link to proposal guidelines
  - Principal Investigator
  - Submit thru department
  - Period of performance
  - Subject to IRB/IACUC
  - Could lead to a patent/invention
  - Verify and select F&A rate
  - Proposal type (Research, Instruction, Other)
  - CFDA # (If the source of funds are Federal but no CFDA # is provided, insert the first two digits of the prime agency as identified on [www.cfda.gov](http://www.cfda.gov). For example, DOD is 12.000.)

- Detail budgetary needs:
  - Personnel (Faculty, Staff, Students); if co-PIs, request the percent of participation credit
  - Equipment (must be over $5,000 per unit)
  - Travel (domestic, mileage, foreign [if agency allowed])
  - Participant Support (Tuition/Stipends/Travel)
  - Other Direct Costs as included in budget tool
  - Subcontracts

- Subcontracts
  - RA will use criteria to determine if the agency is a subcontractor or vendor using the [Subrecipient vs Contractor Checklist](#).
  - RA needs to send an email to [subcontracts@utep.edu](mailto:subcontracts@utep.edu) that includes the following: contact info for subrecipient, their PI name, internal deadline, title, project period, agency info, UTEP PI name/dept contact, and budget amounts (if already determined).

Date: 03/17/2015
Specialist will contact subcontractors and request completion of Subrecipient Commitment Form and submission of all related documents.

- Mandatory Subrecipient Commitment form may include:
  - Scope of work
  - Detailed Budget
  - Budget Justification
  - Institutional Letter of Commitment (if required by guidelines)
  - Letter of Support (PI to PI)
  - Key Personnel Bio-sketches
  - Other documents as required by granting agency

- Cost Share Budget (only when mandated by agency)
  - If cost share is required, must obtain letter or email from the account owner providing the commitment for the complete proposal file.
  - Must have the same indirect rate as used on the agency request.
- Insert 50 to 300 words abstract for the lay audience as provided by PI.
- Generate electronic transmittal document for review and authorization by the PI, Chair, and Dean at least 5 days before submission.

**Summary Description:** To summarize the estimated financial needs of the project.

Date: 03/17/2015
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### Basic information

<table>
<thead>
<tr>
<th>Project title</th>
<th>Agency</th>
<th>Proposal due date</th>
<th>Proposal type</th>
<th>ORSP Number</th>
<th>CFDA No.</th>
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<tbody>
<tr>
<td>Agency Name</td>
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<td>Participation (%)</td>
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<td>To</td>
<td>3/10/2021</td>
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| Due date | 2/11/2015 |
| Transmittal Info | Abstract |

<table>
<thead>
<tr>
<th>Type of proposal</th>
<th>Research</th>
<th>Instruction</th>
<th>Other</th>
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<tbody>
<tr>
<td>THRB R&amp;D fields</td>
<td>and THRB Special Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF S&amp;E fields</td>
<td>or NSF Non S&amp;E fields</td>
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</table>

- Do you anticipate any contractual terms, conditions, and restrictions? Types of restrictions include but are not limited to: ITAR, EAR, OFAC, and certain classifications.
- Are there cost-sharing commitments or long-range financial commitments?
- Is this a multidisciplinary proposal?
- Does this proposal involve international collaborations, subawards, travel, student/faculty exchange?
- Does this proposal require additional space? Renovation/upgrades of current space? Do current facilities (infrastructure, equipment, power supplies, security doors/locks/storage) support project activities?
- Will a portion of the project be subcontracted? (If yes, complete subcontract proposal must be attached in accordance with OME Circular A-133.)
- Could this research lead to a patentable invention?
- Radioactive Materials or Radiation Devices?
- Recombinant DNA?
- Humans as research subjects?
- Animals as research subjects?

Date: 03/17/2015
<table>
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<th>Agency</th>
<th>UTEP</th>
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**Fringe/Indirect**

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<tr>
<th></th>
<th>Faculty</th>
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<th>Undergrad</th>
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<tbody>
<tr>
<td><strong>Premium Monthly Rate</strong></td>
<td>691.06</td>
<td>691.06</td>
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<td><strong>Benefits Rate (%)</strong></td>
<td>15.98</td>
<td>17.98</td>
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</table>

- Indirect cost rate (%) `51.0` for Research proposals
- Indirect cost rate (%) `50.0` for Instruction proposals
- Indirect cost rate (%) `33.0` for Other proposals

- Salary increase (%) `3`

**Other**

- Travel rate ($)/mile `0.575`
- Only the first ($) `25,000` of each subcontract will be charged indirect cost

- **Apply to both budgets**
- **Get Defaults**

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**Abstract page**

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**Date:** 03/17/2015