

## BUDGET BUILDING BLOCKS

**Personnel:** If a proposal involves current employees or designated positions, the proposal budget should be based upon current salary figures for those positions. If a proposal involves new positions, the office of Human Resources can provide estimated salary figures. In multi-year proposals, salaries should allow for projected annual increases.

**Fringe Benefits:** Fringe benefits are an additional expense item representing the institution's contribution to employees' benefit packages based upon union contracts and state and federal regulations. The full-time rate applies to any full-time employee receiving any compensation through a grant or sponsored project award. Payroll can provide rates for current employees. The projected rate for new employees is 36% as of January 2019, but that is subject to change. (Note that the fringe benefit rates for faculty working in the summer will be less, because some year-round benefits are covered in their annual contract compensation payments). Fringe benefits for student workers are determined by credit hour enrollment and number of hours worked per pay period. Some may require FICA benefits of 7.65%. Human Resources or the G&SP Office can supply up-to-date regulatory information. See the Grants Handbook (PDF) for up-to-date Salary, Wages, and Fringe Benefits.

**Travel:** WSU regulations on travel apply to travel funded via grants. Cite specific individuals, destinations and activities whenever possible.

**Equipment:** Give detailed, written estimates for major purchases. Justify the equipment selected in the proposal narrative.

**Materials or supplies:** Consumable materials or office supplies are budget areas in which small lump sum figures are acceptable.

**Consultants/Contractual agreements:** Contractual agreements are required if payments will be made to individuals who are not WSU employees (such as guest lecturers, external consultants or outside agencies (non-profit organizations or corporations)). A specific sponsor may set a maximum per diem limit for consultants. Check with the sponsoring agency on its policies regarding charging a per diem for on-site and off-site work.

**Other:** The "Miscellaneous" category typically covers items such as phone, postage, copying costs and items which do not fit any other category. Small lump sum figures are acceptable.

**Facilities & Administrative costs:** Facilities & Administrative (F&A) costs, formerly called indirect costs, cover the intangible expenses associated with administering a project (heat, water, business forms, paperwork processing, etc.). WSU's rate, negotiated with the U.S. Department of Health and Human Services (as of 5/01/2021), is 42.80% of salaries, wages and fringe benefits. Some sponsors may establish a different rate (for example, 10% of total project costs) or may not allow for any F&A costs. Sponsors should be contacted to determine what rate is acceptable. In cases where the sponsor does not have an established rate, use either the federal negotiated rate or 10% of modified total direct costs (all direct salaries and applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward) whichever is greater.