DIGGING INTO DATA CHALLENGE
ROUND THREE
BUDGET INSTRUCTIONS
This form for use by US-based applicants only

Note

These are the instructions on how to create a budget form to be used by US applicants for applying to the Digging into Data Challenge. Non-US applicants should consult the Digging into Data Challenge RFP for details on how to get alternative budget forms for Canada, the Netherlands, or the United Kingdom.

All Digging into Data Challenge awards made to US-based applicants will be issued either by IMLS (Institute for Museum and Library Services), NEH (National Endowment for the Humanities), or NSF (National Science Foundation). At the time the awards are issued, the funding agency may require the submission of additional budget materials. The issuing agency will contact all awardees with details on what is needed.

General Instructions

- Please see the US Budget Form, found on the Digging into Data website, for an example of what an acceptable budget form looks like.
- Using the US Budget Form as a guide, you may create your budget using the spreadsheet or word processing program of your choice, provided that the format furnishes the necessary computational detail. However, as per the guidelines, please convert it to Adobe Acrobat (PDF) format prior to uploading to the Digging into Data Challenge website.
- Before developing a project budget, applicants should review the program RFP to determine cost sharing expectations, types of grant support, allowable grant periods, and any restrictions on the types of costs that may appear in the project budget.
- In the US Budget Form, you'll note columns for Budget Years 1 and 2. If you are applying for only a twelve-month project, you should eliminate the column for the second budget year. Keep in mind that awards may range between twelve and twenty-four months.

Definitions

Cost Sharing

Cost sharing consists of the cash contributions made to the project by the applicant and third parties as well as applicant and third party in-kind contributions, such as donated services and goods. **Please note that cost sharing is not required for the Digging into Data Challenge and it is not a criterion for evaluation**.

Grant Period

The grant period encompasses the entire period for which support is requested in the current

application. All project activities and the expenditure of project funds must occur during the grant period.

In determining the beginning date of a proposed grant period, applicants should refer to the program guidelines. Grant periods begin on the first day of the month and end on the last day of the month.

Project Costs

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see the Indirect Costs section below.

Budget Items:

1. Salaries and Wages
Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

2. Fringe Benefits
Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

List each rate and salary base.

3. Consultant Fees
Include payments for professional and technical consultants and honoraria.

4. Travel Costs
The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

For each trip, indicate the number of persons traveling, the total days on which they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as “various.” **All foreign travel must be listed separately.**

5. Supplies and Materials
Include consumable supplies, materials to be used in the project and items of expendable equipment (that is, equipment costing less than $5,000 and with an estimated useful life of less than a year).

6. Services
Include in this category the costs of project activities to be undertaken by a third-party contractor as a single line item charge. Provide a complete itemization of the cost comprising the charge in an attachment. If there is more than one contractor, devote a single line item on the form to each of them, and attach a complete itemization of the cost comprising the form for each of them.

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool.

7. Other Costs
Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories.

Note about equipment: Only when an applicant can demonstrate that the purchase of permanent equipment will be less expensive than rental may charges be made to the project for such purchases. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

8. Total Direct Costs per year
Total the sum of items 1-7.

9a.- c. Indirect Costs (Overhead)
These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the direct costs of the project). **If your institution already has a federally negotiated indirect cost rate, please indicate on the budget form the rate, the base, the name of the agency with which you negotiated, and the date of that agreement.**

Organizations that wish to include overhead charges in the budget but do **not** have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency may choose one of the following options:

1. The funders will not require the formal negotiation of an indirect cost rate, provided that the charge for indirect costs does not exceed 12 percent of direct costs, less distorting items, including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of $25,000. This option is not available to sponsorship (umbrella) organizations. Applicants who choose this option should understand that they must maintain documentation to support overhead charges claimed as part of

project costs.

2. If your organization wishes to use a rate higher than 12 percent, an estimate of the indirect cost rate and the charges should be provided on the budget form. If the application is approved for funding, instructions will be provided in the award document on how to negotiate an indirect cost rate with the US agency that funds your application.

If you choose one of these two options, please indicate it on your budget form.

10. Total Project Costs:
The sum of items 8 and 9.

11.Project Funding:

11 a. Requested: Indicate the amount of outright funds that you are requesting.

11.b. Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

12. Total Project Funding:
The sum of 11a and 11b.