



SRMEC

Budget and Budget Narrative Instructions

ERME 2024 RFA

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National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE



2024 RFA- Two Program Areas

Three Funding Opportunities

1. Education Grants

- **Education Projects – Maximum Award \$75,000**
- **Exploratory Projects – Maximum Award \$10,000**

2. Producers Underserved by Crop Insurance Grants

- **Producers Underserved Projects- Maximum Award \$100,000**

2024 RFA Submission & Award Timeline



November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Proposal Submissions DUE
by Thursday
November 16, 2023 5pm CST

Award Decisions Announced by
February 9, 2024

Project Period –
April 1, 2024 to September 30, 2025
No extensions!!

Overview of Budget Guidelines

- Budget Categories
- Allowable Expenses
- Unallowable Expenses



Budget Sections A&B



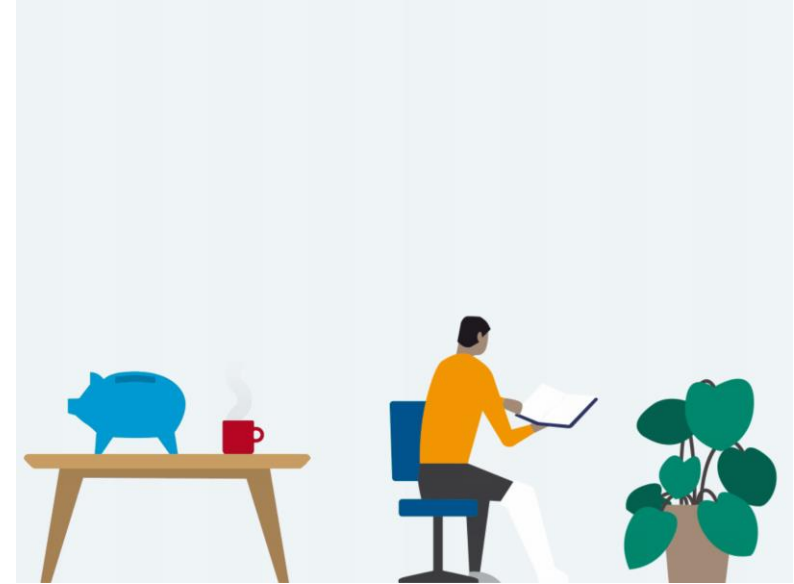
Salaries

- **Base Salary** (all senior/key/other)
 - Number of Work Months Paid from Grant
 - Calendar or academic/summer year
- **Rate of Pay** (Executive Level IV)- maximum pay is \$88.00/hour or \$183,500/year
 - This rate does not include any fringe benefits or overhead expenses.
 - Only persons employed by the recipient organization should be listed in this category.



Salaries: Administrative Staff

- The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs.
- Direct charging of administrative and clerical staff may be appropriate only if all of the following conditions are met:
 - 1) Administrative or clerical services are integral to a project or activity;
 - 2) Individuals involved can be specifically identified with the project or activity;
 - 3) These costs are explicitly included in the budget or have the prior written approval of SRMEC; and
 - 4) The costs are not also recovered as indirect costs.



Salaries: Student Workers

- Students **can** be paid an hourly wage
- Students **can not** be paid for an assistantship
- This grant **can not** be used to pay a student's tuition.



Salaries: Fringe Benefits



Show the total of allowable fringe benefits in the budget narrative.

Budget Section C: Equipment



Equipment

- The purchase of equipment is **not allowed** under the program.
- Equipment is defined as:
 - equal to or in excess of \$5,000
 - and having a useful life of more than one year



Budget Section D: Travel



Travel

- Use the GSA Domestic Per Diem Rate Schedule
 - Travel and subsistence should be in accordance with organizational policy.
 - Allowances for airfare should not exceed round trip **economy** air accommodations.



Travel, cont.

- Provide the following information when you estimate travel cost:
 - Destination
 - Purpose
 - Number of Travelers
 - Estimated Cost Per Trip



Budget Section E:
Other Direct
Costs (ODC)



**FACILITY
RENTAL
REQUEST**

ODC: Materials and Supplies

- List project specific estimated costs of materials and supplies, along with an explanation of the costs.
- Materials and Supplies includes:
 - Printing of program materials
 - Software
 - Educational Supplies
 - Field Supplies
 - Office Supplies



ODC: Publication Costs

- Not Allowed under this program
- Publication Costs includes:
 - Costs related to the publishing of articles in scientific or technical journals



ODC: Consultants



ODC: Consultants

- A consultant is someone who renders expert advice in his/her field.
- The consultant should not be affiliated with the performing organization.

The budget narrative should include:

- Consultant's name
- His/her organization
- A breakdown of the amount being charged to the project
 - Including number of days of service, rate of pay per hour, travel, per diem, etc.



ODC: Consultants

Each consultant must provide 2 documents that should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application:

1. A Signed Letter of Commitment

Scope of Work

- Rate of Pay
- # of hours to be paid
- Travel, etc.

2. Abbreviated Resume or Vita no more than 2 pages in length



ODC: Computer Services

- Computer Services **are not** allowed under the program
- Charges for Internet access may be included in this category.

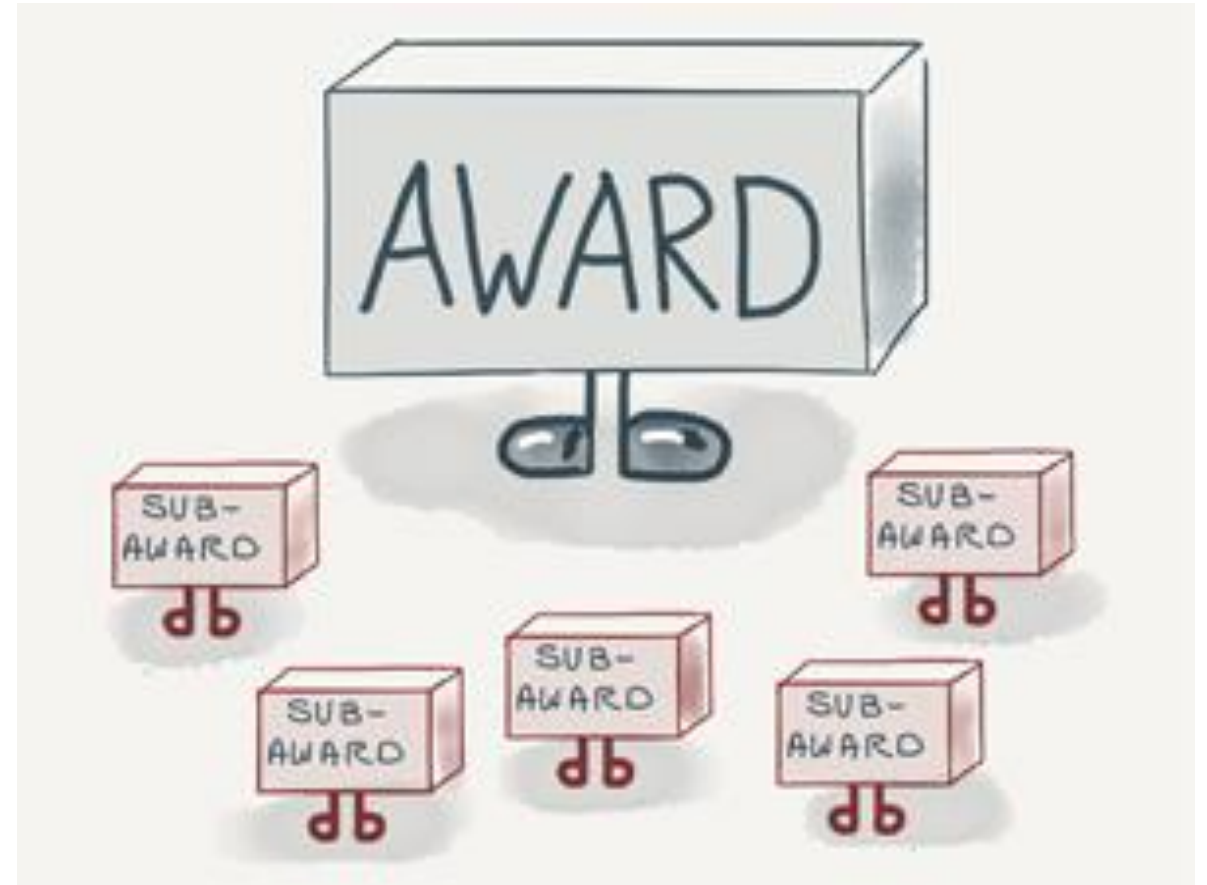


ODC:

Sub-Awards/Consortium/Contractual Costs

Sub-awards are allowed

Sub-awards must not exceed 49% of the total funds awarded.



ODC: Sub-Awards/Consortium/Contractual Costs, Cont.

- When a portion of the work proposed will be performed by outside sources, include the following in your online submission:
 1. Letter of Commitment signed by the authorizing representative that also includes a clear Scope of Work outlining their portion of the work to be completed,
 2. Separate Budget for their portion of the funding, and
 3. A detailed Budget Narrative supporting their portion of the budget.
- These documents should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application.



ODC: Facility Rentals

For Facility Rental, the rental must be located off-site from the organization's main campus.

Provide the following details in the budget narrative:

- Normal monthly rental charge and
- How the rent is pro-rated for the project.



ODC: Conferences/Meetings



Conferences/Meetings costs should be detailed in the budget narrative with the following information:

- Rental charge for facilities
- Rental charge of equipment for the meeting
- Guest Speaker/Trainer Fees
- Honorarium Fees
- Travel at per diem for participants and speakers
- Group snacks dependent upon approval from SRMEC

ODC: Equipment Rental

For Equipment Rental provide the following in the budget narrative:

- The type of equipment to be rented;
- The purpose on the project;
- The length of time needed; and,
- The rental rate



Other Direct Costs, cont.

- **Speaker/Trainer Fees**
 - Speakers should include the fee and a description of the services they are providing
- **Honorariums Fees**
 - Provide information regarding the honorarium amount (rate of pay)
 - A brief statement regarding what the person is doing to earn the honorarium.

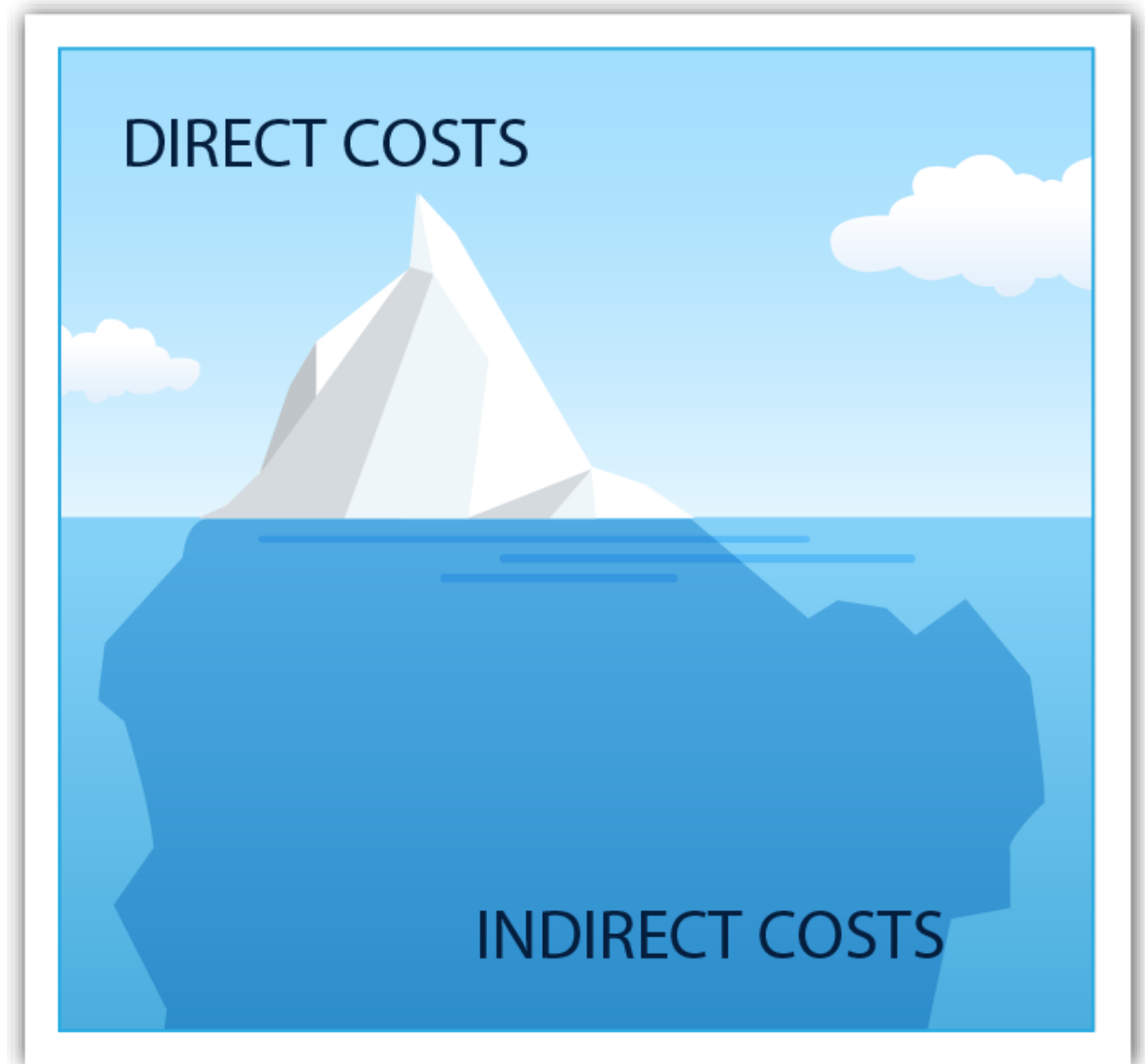


Other Direct Costs

- Communications (mailings, postage, express mail, faxes, and telephone long distance charges)
- Photocopying of materials associated with the program
- Service/Maintenance Contracts
 - Provide details of the type of equipment and the amount of the service contract to be paid from Federal funds.



Budget Section H: Indirect Costs



Indirect costs

- Indirect costs may not exceed the lesser of the institution's official federally negotiated indirect cost rate or 30% of the total Federal funds awarded.
 - 42.857% of Total Direct Costs
- If the organization does not have a federally negotiated rate an F&A rate of 10% Modified Total Direct Cost (MTDC) will be allowed.
- The budget narrative should identify the percentage rate used when calculating the total indirect costs.



Cost Sharing/Matching

- This program does not allow cost share or matching funds.



Unallowable Costs

- Alcoholic beverages
- Entertainment Costs
- Promotional Items/Giveaways
- Incentives given to entice participation in program
- Rent for grantee owned facilities
- Award Ceremonies
- Receptions
- Application writing costs
- A complete listing of Unallowable costs can be found in the 2 CFR 200.420-475





Contact Information

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