

Modular Budgets

OSPA NANO Session 10/25/06
Proposals Team

What is a Modular Budget?

- A streamlined budget format used by NIH to focus the attention of investigators, their institutions, peer re-viewers, and NIH staff on science rather than budget details
- Please note that this type of budget is used exclusively by NIH

When do I use the Modular Budget?

Modular budgets are required on new, competing continuation, and revised (amended) applications, as well as for competing supplements that request up to a total of \$250,000 Direct Costs per year (less Consortium F&A) and fall into one of the following mechanisms:

- Research Project Grants (R01)
- Small Grants (R03)
- Academic Research Enhancement Award (AREA) Grants (R15)
- Exploratory/Development Research Grants (R21)
- Clinical Trial Planning Grant Program (R34)
- Some RFA/Pas

Note: if total direct costs exceed \$250,000 in any year, then the Modular format is not used

What does the Modular Budget include?

- Direct Costs less Consortium F&A are listed in \$25,000 increments or “modules”
 - Typically, the budget will have the same modular cost each year
- Consortium F&A Costs
 - While these costs are included in total direct costs, NIH does not include them as part of the costs for the modules
- Total Direct Costs
 - This is the total cost for each year and will be higher than the module cap if subcontracts are included

Important Clarifications

- Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application
- The consortium (subcontract) F&A costs (indirect) are not factored into the Direct Cost limit. They may be requested in addition to the \$250,000 limit

Modular Budget Justifications

- Personnel: the role of ALL personnel should be described by position, role, and level of effort
- This includes consultants and any “to be appointed” positions; however, individual salary information should not be given
 - Note: NIH no longer uses percentages to show level of effort. Effort should be shown in number of calendar, academic, or summer months

Justifications cont.

Consortium (subcontract) costs should be provided with an estimate of Total Costs (Direct plus F&A) rounded up to the nearest \$1,000.

- For each key individual/organization listed, the role and level of effort should be provided
- Whether each collaborating institution is foreign or domestic should be indicated

Justifications cont.

Variation in the number of modules (cost) requested in different years should be described and justified, without providing additional budget information

- For example, purchase of equipment in year 1 may result in a greater number of modules being requested in year 1 than in subsequent years

Forms for the Modular Budget

When using the Modular format, only the Face Page, Modular Budget, and Checklist forms should be included

- Form Page 4 (detailed budget for the initial period) and Form Page 5 (budget for the entire proposed period of support) should not be submitted
- Other Support Pages of the PHS 398 should not be submitted either

Budgets and Grants.gov

- Many application packages will include both the modular and detailed budgets, however only the appropriate one should be completed
- All required fields (highlighted in yellow) must be filled in before the Next Period button will become active and allow you to enter the next year's figures
- ISU's Cognizant Agency Information can be found on our website under Institutional Information

What to include with the GoldSheet

At this time, OSPA does not require full itemization of all costs

- Costs that affect the indirect cost (i.e.: equipment, tuition, subcontracts, etc...) still need to be identified and justified (in the base budget, an internal justification, or GoldSheet notes)

OSPA has three different budget templates available:

- NIH Budget - for Modular and non-Modular budgets
 - Includes the face page, modular budget form, Form pages 4 & 5, and the checklist
- NIH Budget Lite - for Modular budgets only
 - Includes the face page, modular budget form, and the checklist
- BOB – can be used for Modular budgets and is recommended for non-Modular budgets submitted via Grants.gov
 - Includes only the face page

Helpful Links

- NIH Modular Research Grant Applications
 - <http://grants.nih.gov/grants/funding/modular/modular.htm>
- Frequently Asked Questions - Modular Budgets
 - http://grants.nih.gov/grants/funding/modular/modular_faq_pub.htm
- Frequently Asked Questions - Usage of Person Months
 - http://grants.nih.gov/grants/policy/person_months_faqs.htm
- NIH Person Months Conversion Chart
 - http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls
- Electronic Submission of Grant Applications
 - <http://era.nih.gov/ElectronicReceipt/index.htm#>

The End

- Any Questions?
- Thank you for attending!
- Please let us know if there are any other topics you would like covered by a NANO Session