Proposal Preparation under the Uniform Guidance

This Proposal Preparation Reference Guide highlights select changes in the Uniform Guidance that you should consider, as you prepare proposal budgets for federal sponsored projects in Fall 2014 and beyond. This Guide focuses on three areas:

1. Subrecipient requirements;
2. Select items of cost that may, under certain circumstances, be directly chargeable to sponsored projects; and

For any questions on proposal budget development, you should contact your assigned GCA in Sponsored Programs Administration (SPA). We will continue to inform the research community of new developments relating to the Uniform Guidance as they become available.

The following items are referenced from the Uniform Guidance, Title 2, Part 200, Subparts D & E – Post Award Requirements and Cost Principles (200.300 – 200.475).

1. Subrecipient Requirements (200.331)

F&A Budgeted for Subawards

Under the Uniform Guidance, Facilities & Administrative (F&A) costs must be budgeted for subrecipients as follows:

1. If the subrecipient has a federally negotiated F&A rate, the negotiated rate must be included in all proposed subawards.
2. If the subrecipient does not have a federally negotiated F&A rate, the Uniform Guidance requires the use of at least a 10% de minimis F&A rate, except where the subrecipient is able to allocate and charge 100% of its costs directly.

It is not permissible for the PI/department to force or entice a proposed subrecipient without a negotiated rate to accept less than the de minimis rate. Finally, there is no change to the University’s recovery of its own F&A costs – this remains limited to receiving our F&A rate on the first $25,000 of each subaward.

2. Select Items of Cost

The Uniform Guidance allows the direct charging of certain items to federal sponsored projects that could not be directly charged under the prior regulations. Some items require prior written approval from the sponsor, as noted below.

Direct Charges for Administrative and Clerical Salaries (200.413; 200.430(h)(1)(i))

Administrative and clerical salaries are still normally treated as F&A costs, but direct charging to a federal sponsored project is permitted under the Uniform Guidance if the administrative or clerical services are integral to the project or activity. “Integral” means essential to the project’s goals and objectives, rather than necessary for the overall operation of the institution. The individuals involved must be specifically identified with the project or activity. Prior written approval of the awarding agency must be obtained. The budget justification must include a narrative that explains how these services are integral to the project.

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Direct Charges for Computing Devices (200.453)
The Uniform Guidance specifically allows the direct charging of computing devices that cost less than $5,000, provided that they are essential and allocable to the project. They do not have to be solely dedicated to the performance of a federal award, and should be listed under “Materials and Supplies.” Capitalized computer equipment (i.e., costing $5,000 or more) is still classified as general purpose equipment and normally may not be charged as a direct cost unless approved by the awarding agency.

The cost of computing devices that meet the above requirements may be charged 100% to an award or may be allocated to several awards. The devices should be itemized in the proposal budget. The project must not have reasonable access to other devices or equipment that can achieve the same purpose. Devices may not be purchased for reasons of convenience or preference.

Participant Support Costs (200.75, 200.456, Appendix III, 2(c))
Participant support costs were traditionally allowed only by certain federal agencies or funding announcements. Under the Uniform Guidance, these costs are allowed with prior written approval of the funding agency, provided they are programmatically justified. The budget justification should describe the purpose for the costs and the way in which they will directly benefit the proposed project's scope of work. These costs must be excluded when calculating the Modified Total Direct Costs (MTDC) to determine the overall project's F&A costs.

3. Voluntary Committed Cost Sharing
“Cost Sharing” occurs when the University "shares" a portion of a sponsored project's costs, e.g., by committing faculty or staff effort to a project at no cost to the sponsor or by waiving all or a portion of F&A costs. Voluntary Committed Cost Sharing (VCCS) is cost sharing that is not required by the sponsor, but is explicitly pledged and included in the proposal.

Under the Uniform Guidance, funding agencies are prohibited from considering VCCS in the merit review process (200.306). The National Science Foundation specifically prohibits VCCS in proposals, unless specified in the funding opportunity announcement. Other federal agencies may publish their own regulations concerning VCCS, although they must follow the Uniform Guidance regarding the prohibition of considering VCCS in reviews.

University policy strongly discourages including VCCS in proposal budgets, except where required by a funding agency. VCCS has an adverse effect on the University’s recovery of F&A costs. In addition, once VCCS is included in a proposal, if awarded, it must be tracked and is auditable. Since the federal agencies cannot consider VCCS in assessing a proposal’s merit, VCCS will not increase the likelihood of an award.

Additional Information
For additional information on the Uniform Guidance, visit the Uniform Guidance Website at http://www.unh.edu/research/2-cfr-200-uniform-guidance