

### Completing the Budget Component:

Many NIH application packages will include two optional budget components: 1. the PHS 398 Modular Budget Component and, 2. the R&R Budget Component. Only one of these components is required in the complete package and one must consult the particular FOA, and the modular budget guidelines below, to determine which budget component must be completed. If only one budget component is included in the application forms package, than that is the budget that should be completed. **Note: AHRQ does not accept modular budgets.**

Eventhough NIH only requires that a Modular Budget be submitted with the application, ORSP requires that a detailed budget be submitted for review. It is recommended that PIs/PDs use the RU Budget Template (<http://orsp.rutgers.edu/Costshare/>) to prepare the budget. A detailed budget is needed to complete the indirect cost calculations for the application.

### Modular Budget Guidelines:

Modular budgets are applicable to certain research grant applications requesting \$250,000 or less per year in direct costs. Consortium/contractual F&A costs are not factored into the direct cost limit. Consortium F&A costs may be requested in addition to the \$250,000 limit. Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application. The modular budget is applicable only to R01, R03, R15, R21, and R34 submissions.

The fields are the same for budget periods 1 through 5, the instructions following the diagram can be used to complete each.

The screenshot shows a web browser window displaying the PHS 398 Modular Budget form. The browser's address bar shows the URL: <http://apply.grants.gov/opportunities/packages/oppPA-06-137-cfda93.866.xfd>. The form is titled "PHS 398 Modular Budget, Periods 1 and 2" and includes the OMB Number 0925-0001 and Expiration Date 9/30/2007. The form is divided into sections for Budget Period 1, Direct Costs, and Indirect Costs. The Direct Costs section includes fields for Direct Cost less Consortium F&A, Consortium F&A, and Total Direct Costs. The Indirect Costs section includes a table with columns for Indirect Cost Type, Indirect Cost Rate (%), Indirect Cost Base (\$), and Funds Requested (\$). The Cognizant Agency field is located at the bottom of the form.

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**PHS 398 Modular Budget, Periods 1 and 2**

OMB Number: 0925-0001  
Expiration Date: 9/30/2007

**Budget Period: 1**  
Reset Entries      Start Date: / /      End Date: / /

**A. Direct Costs** \* Funds Requested (\$)

\* Direct Cost less Consortium F&A

Consortium F&A

\* Total Direct Costs

**B. Indirect Costs**

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)

## Tips for Completing the PHS 398 Modular Budget

### Budget Period

<u>Start Date</u>	Enter the requested/proposed start date of the budget period using MM/DD/YYYY format.
<u>End Date</u>	Enter the requested/proposed end date of the budget period using MM/DD/YYYY format.

### A. Direct Costs

<u>Direct Costs less Consortium F&amp;A</u>	Enter the amount of the direct costs, less the actual consortium F&A costs for this budget period. This figure must be in \$25,000 increments, and it may not exceed \$250,000.
<u>Consortium F&amp;A</u>	If this project involves a consortium, enter the actual consortium F&A costs for this budget period. If this project does not involve a consortium, leave blank.
<u>Total Direct Costs</u>	This field auto-calculates.

### B. Indirect Costs

<u>Indirect Cost Type</u>	Indicate the type of base: for example, Salary & Wages, Modified Total Direct Costs (MTDC), Other (with explanation), and indicate if the project is off-site.
<u>Indirect Cost Rate</u>	Indicate the most recent Indirect Cost (F&A) rate established with the cognizant Federal Office. If the project takes place on-campus use Rutgers' MTDC rate of 54.0%.
<u>Indirect Cost Base</u>	Enter in the amount of the base for each indirect cost type.
<u>Funds Requested</u>	Enter in the funds requested for each indirect cost type, this field does not auto-calculate.
<u>Cognizant agency</u>	Enter in the name of agency, name, and phone of the individual responsible for negotiating your rate. U.S. Department of Education Wanamaker Building 100 Penn Square East., Suite 502 Philadelphia, PA 19107 Voice: 215-656-6900 Fax: 215-656-6397
<u>Indirect Cost Rate Agreement Date</u>	IF you have a negotiated rate agreement, enter in the agreement date. Currently, this is 8/31/2005.
<u>Total Indirect Costs</u>	The total funds requested for indirect costs. This field auto-calculates.

### C. Total Direct and Indirect Costs

<u>Funds Requested</u>	The total funds requested, this field auto-calculates.
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## PHS 398 Modular Budget, Cumulative

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**Cumulative Budget Information**

**1. Total Costs, Entire Project Period**

\* Section A, Total Direct Cost less Consortium F&A for Entire Project Period \$

Section A, Total Consortium F&A for Entire Project Period \$

\* Section A, Total Direct Costs for Entire Project Period \$

\* Section B, Total Indirect Costs for Entire Project Period \$

\* Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period \$

**2. Budget Justifications**

Personnel Justification

Consortium Justification

Additional Narrative Justification

All values for Cumulative Budget Information 1. Total Costs, Entire Project are calculated automatically from the completed Budget Periods 1–5. If any of the amounts displayed in this section of the form appear incorrect, you may correct it by adjusting one or more of the vales that contributed to that total. To make such adjustments, you will need to revisit the appropriate **budget period form(s) to enter the correct value.**

### Modular Budget Justifications

<p><u>Personnel Justification</u></p>	<p>List all personnel, including names, number of person months devoted to the project (indicate academic, calendar, and/or summer) and roles on the project.</p> <p>Do not provide salary information. Since the modules should be a reasonable estimate of costs allowable, allocable, and appropriate for the proposed project, you must use the current legislatively imposed salary limitation when estimating the number of modules. See <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-od-05-024.html">http://grants.nih.gov/grants/guide/notice-files/NOT-od-05-024.html</a> for guidance.</p> <p>NIH grants also limit the compensation for graduate students. Compensation includes salary or wages, fringe benefits, and tuition remission. This limit should also be used when estimating the number of modules. See <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html">http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html</a>.</p>
<p><u>Consortium Justification</u></p>	<p>Provide an estimate of total costs (direct plus indirect) for each year, rounded to the nearest \$1,000. List the individuals/organizations with</p>

