

Required Budget Narrative Checklist for Model State Program-Program Assistant Grant Proposals

(form updated 01/2023)

****In the Budget Narrative, you must explain why each cost in the budget is needed to complete your Project. ****

PERSONNEL: Program Assistant Only

- ☐ Position or Name
- ☐ Salary & basis for this salary (i.e. FTE; Hourly rate; etc.)
- ☐ Length of time expected to work
- ☐ What will they be doing?

FRINGE BENEFITS (if applicable)

- ☐ Provide Total allowable fringe benefits
Salary x % Rate = Benefits

**** This grant is for Program Assistant salary and fringe only. All other personnel budget items (graduate student, hourly labor, etc.) must be included in the Model State Training budget.**

INDIRECT COSTS

Section 704 of the Consolidated and Further Continuing Appropriations ACT, 2021 (P.L. 116.159) **limits indirect costs to 10 percent of total direct costs** provided. Therefore, when preparing budgets limit your requests for recovery of indirect costs to the lesser of your institutions' official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs awarded.

If your institution has never had a federally negotiated indirect rate agreement (NICRA), you may include indirect costs as a line item in your budget at a maximum rate of 10% modified total direct costs. This is the de minimus rate approved under Uniform Guidance (2 CFR 200.414). The calculation of the modified total direct cost base must adhere to the definition of modified total direct costs in 2 CFR 200.68.

If your institution is waiving indirect costs, this must be noted in the budget narrative.

TUITION

SARE PROGRAM - TUITION IS **NOT ALLOWED**

MATCHING FUNDS / COST SHARE

Are not required by SARE

*Note: If there is something you wish to budget but have concerns regarding budget placement please contact me for assistance. Please contact Jami Sealey at 770-467-6083 or by email at jsealey@uga.edu