

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

(form updated 01/2025)

****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

USDA-NIFA will allow recovery of indirect costs. Indirect costs under a Sustainable Agriculture Research and Education (SARE) Education Grant is limited to 10 percent of Total Direct Costs (TDC) or the grantees' Federally Negotiated Rate, whichever is less.

Therefore, when preparing budgets, limit your request for recovery of indirect costs to the lesser of your institution's official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs awarded. The Indirect Cost of 10 percent Total Direct Costs (TDC) is the maximum allowable. Amounts exceeding the maximum allowable indirect cost is considered unallowable.

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 Denise Quick for assistance at 770-229-3420 or email denise.quick@uga.edu