Highly Recommended Budget Template Attachment 4 – DARPA-BAA-16-24

Brittany Kiser

8 April 2016





Sales Pitch – why you should still use this template even through it is not mandatory

- Whether you choose to use this template or not, the TNT BAA asks you to provide all the information the template asks for:
- "The Government encourages proposers to complete an editable MS excel budget template." (DARPA-BAA-16-24, page 24)
- (1) "Total program cost broken down by major cost items to include:
 - direct labor, including individual labor categories or persons, with associated labor hours and numbered direct labor rates
 - If consultants are to used, proposer must provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate
 - Indirect costs including Fringe Benefits, Overhead, General and Administrative Expense, Cost of Money, etc. (Must show base amount and rate)
 - Travel Number of trips, number of days per trip, departure and arrival destinations, number of people, etc.
 - Other Direct Costs Should be itemized with costs or estimated costs. Backup documentation will be submitted to support proposed costs. An explanation of any estimating factors, including their derivation and application, must be provided. Please include a brief description of the proposers' procurement method to be used;
- (2) major program tasks by phase; (3) an itemization of major subcontracts and equipment purchases, to include: a cost proposal as detailed as the Proposer's cost proposal; (4) an itemization of any information technology (IT) purchase, as defined in FAR Part 2.101; (5) a summary of projected funding requirements by month; (6) the source, nature, and amount of any industry cost-sharing ... and (7) identification of pricing assumptions of which may require incorporation into the resulting award instrument (e.g., use of Government Furnished Property/Facilities/Information, access to Government Subject Matter Expert/s, etc.)."

(DARPA-BAA-16-24, page 24)



Key Excel Concepts & Tutorial Videos

- We've made it easy for you to customize the template to reflect the structure of your particular project
- Key MS Excel Concepts
 - Linking data within tabs
 - Linking data across tabs
 - Absolute reference
 - http://youtu.be/NmVMjQzseLA
- Tutorial
 - Part I: Example Budget:
 - http://youtu.be/Np-OHcLnfdA
 - Part II: Editing and Customizing the Blank Budget Template:
 - http://youtu.be/Obr7H8bYIG4
- Contact the TNT BAA Inbox with any questions
 - DARPA-BAA-16-24@darpa.mil



General Structure of Template

- Cost Proposal Summary
- Summary by Phase
- Summary by Task
- Phase I, II
- Travel
- Program-Admin Costs (ODCs)
- Subcontractor Budget
 - Subcontractor Travel and ODCs
- Expenditures by Month
- Animal and Human Use
- Milestones and Deliverables
- Cell Color Legend
 - Grey Cells: Data Entry
 - White Cells: Formula
 - You can edit any cell (data or formula) as necessary to fit this template to the structure of your specific project
- Not your entire cost proposal
 - DARPA-BAA-16-24 pages 23-26
 - Certified cost and pricing data
 - May still need to provide information to agent if selected for award

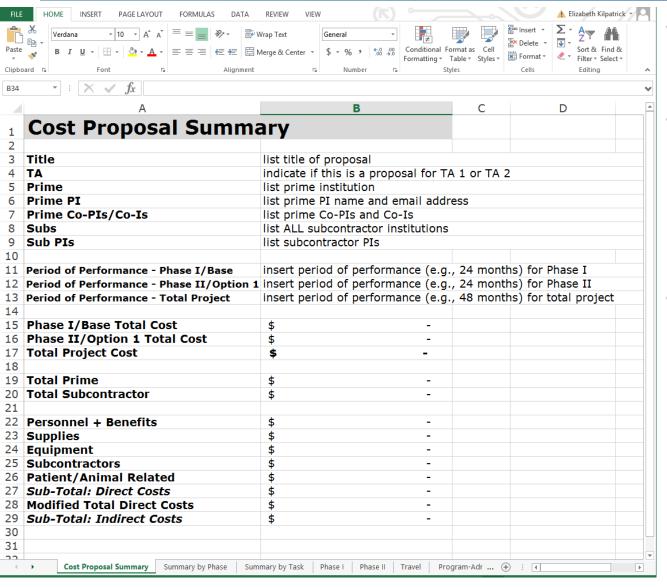
High-level Summary Tabs

Detailed data-entry tabs linked together

Other Essential Information



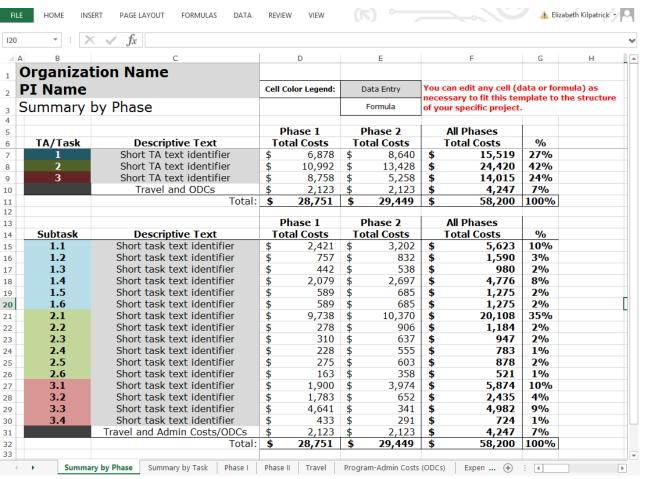
Cost Proposal Summary Tab



- Add requested information to rows 3-13
- Rows 15-29 contain formulas that link to data from the "Summary by Phase" and "Summary by Task" tabs
- Unless you make substantial edits to the template, you will probably not need to edit the formulas
 - If you add another cost item (e.g., animal studies) to the phase tabs, please link to it here



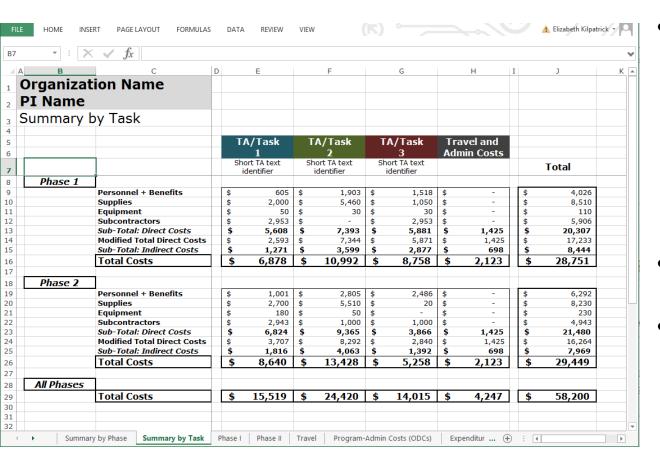
Summary by Phase Tab



- Provides totals for task and subtask per phase and for the total project
- Links to data from the "Phase" tabs
 - If you have a different number of TAs, tasks, or subtasks, it will be necessary for you to modify the structure and formulas in this tab
 - Part II of the tutorial videos will show you how to do this



DARPA Summary by Task Tab



- Provides totals for each major cost item (e.g., labor, equipment, subcontractors, etc.) for each task, each phase, and the total project
- Links to data from the "Phase" tabs
- If you have a different number of TAs, tasks, or subtasks, it will be necessary for you to modify this tab
 - Part II of the tutorial videos will show you how to do this

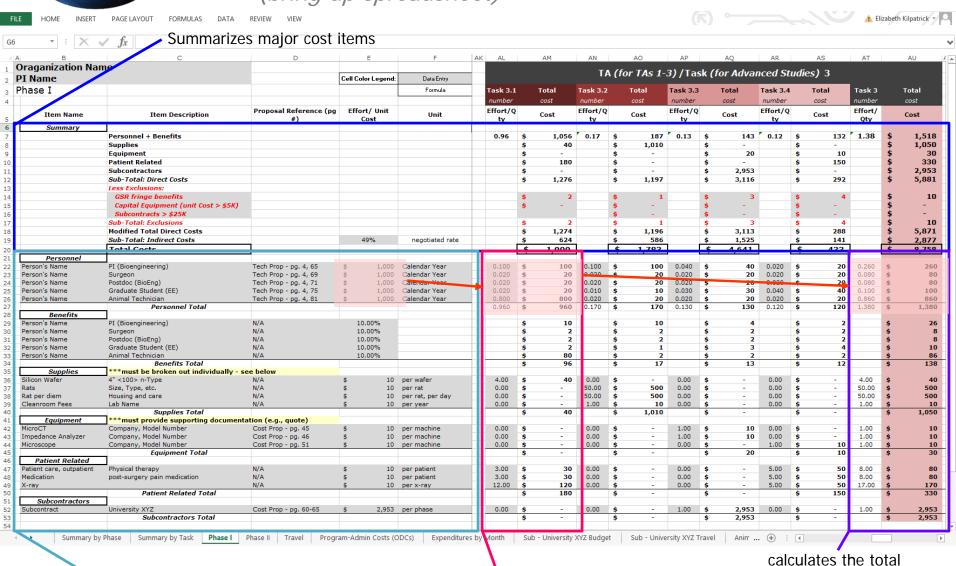
Phase Tabs

- Data entered and calculated in to this tab will feed in to most other sections of the budget
- Majority of cells in the "Phase" tabs are white, which means that a majority of the cells are calculated
- Asks for a breakdown of the following major cost items:
 - Labor and Benefits
 - **Supplies**
 - Equipment
 - Patient related/animal related
 - **Subcontractors**
- By:
 - Item name
 - Description
 - Page reference to supporting documentation (if applicable)
 - Cost
 - Unit description
 - How much is being applied to each task



Phase Tab Walkthrough

(bring up spreadsheet)



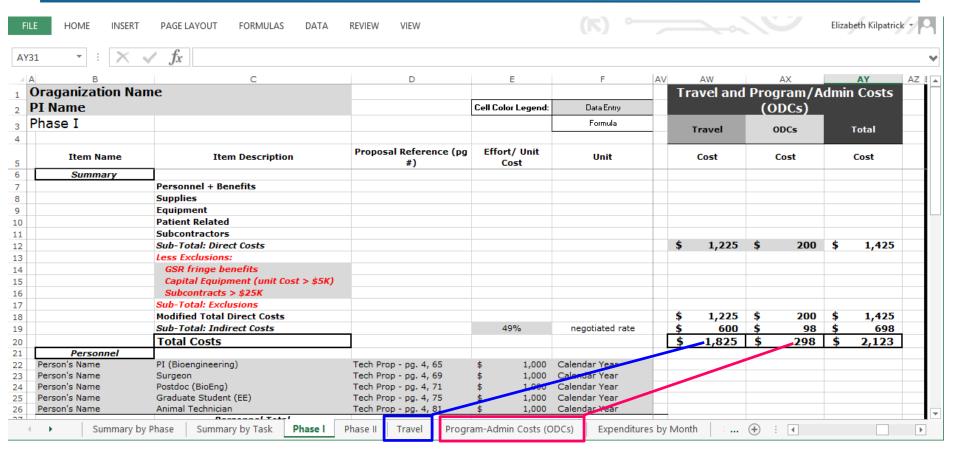
Insert descriptive information and effort/unit cost – this will be used to calculate totals throughout the "Phase" tab

Once the effort/quantity is entered (column AL) the total cost per subtask will be calculated from the effort/unit cost (column AM)

per task once effort/quantity is entered for each subtask



Phase Tab – Travel and ODCs



- Travel and ODCs pull data from the "Travel" and Program-Admin Costs (ODCs) tabs
- These data series do not cleanly fit beneath a task and subtask
 - You don't need to artificially assign travel and ODC costs to tasks and subtasks

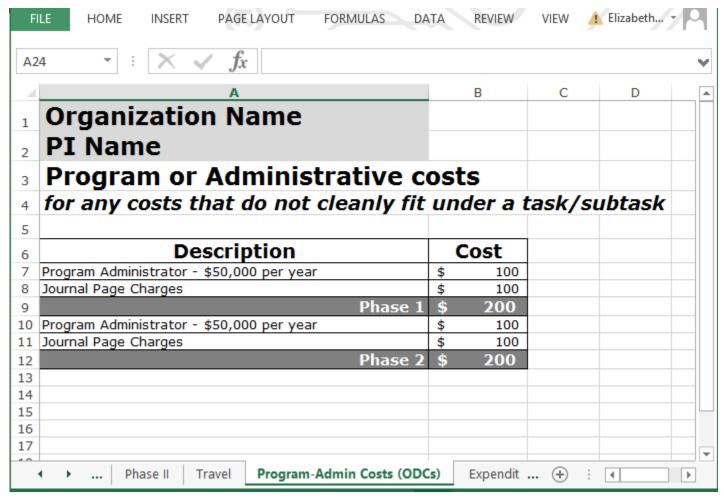


	\cdot : $\times \checkmark f$															
A	B Instinct Name	C	D	E	F	G	Н	I	J	K	L	M	N	0	P	-
	ization Name	9														
Na																
	Summary															
dging a	nd Meals & Incidenta	ls Expenses (M8	&IE) must com	ply with GSA rates. You can access GSA rates	at: www.gsa.g	gov/perdiem										
Phase	Title of Event	From	То	Justification Conference attendance must be justified, explain how it is in the best interest of the project	Number of Travelers	Number of Days	Airfare	Lodging (GSA Rates) =Rate*Nights	M&IE (GSA Rates) =Rate*Days	Rental Car	Registration Fees	Other (mileage, baggage fees, etc.)	Define "other"	Cost for one person	Total Cos	t
1	Kick-off Meeting	Los Angeles, CA	Arlington, VA	Attend DARPA-mandated performance kick-off meeting	2	1	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	
1	Collaborator Meeting	Los Angeles, CA	Cleveland, OH	Meet with University XYZ to review their facilities and progress towards manufacturing	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	
1	Conference XYZ	Los Angeles, CA	New Orleans, LA	Attend conference XYZ, which will allow our team to present our <-OARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <-OARPA program>> effort, and stay current on advancements in scientific fields related to <-OARPA program>>	1	3	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 175	
1	PI Meeting	Los Angeles, CA	Phoenix, AZ	Attend DARPA-mandated performance review meeting	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	
														e 1 Total	\$ 1,225	
2	Workshop	Los Angeles, CA	Arlington, VA	Attend DARPA-mandated metrics development workshop	2	1	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	
2	Collaborator Meeting	Los Angeles, CA	Cleveland, OH	Meet with University XYZ to review their facilities and progress towards manufacturing	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	
2	Conference	Los Angeles, CA	New Orleans, LA	Attend conference XYZ, which will allow our team to present our <-OARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <-OARPA program>> effort, and stay current on advancements in scientific fields related to <-OARPA program>>	1	3	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 175	
2	PI Meeting	Los Angeles, CA	Phoenix, AZ	Attend DARPA-mandated performance review meeting	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350	

- The level of detail illustrated above is required for negotiations
- We understand that it is difficult to plan for DARPA-specific travel because the meeting dates, duration, and location are TBD
 - Estimate to the best of your ability
 - Meetings will be domestic, there will not be a reg fee
- Pull lodging and M&IE rates from the GSA website
- Conference attendance needs to be supported with a very strong justification of how it is in the best interest of the project



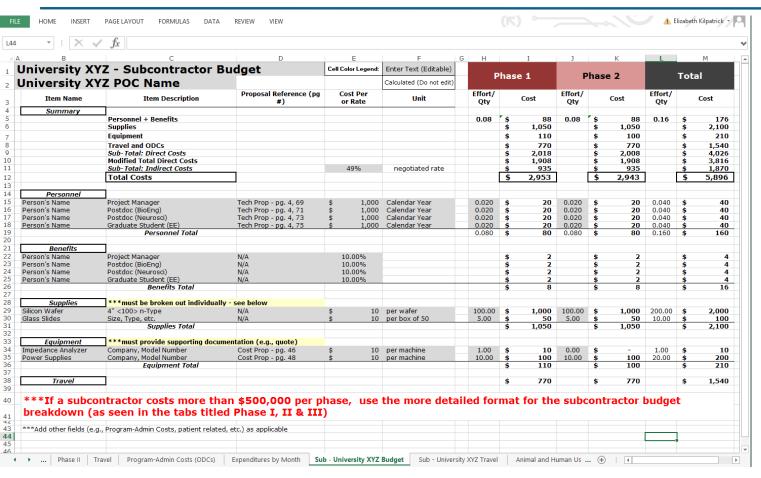
Program-Admin Costs (ODCs) Tab



- Costs that do not cleanly fit under a task or subtask
- Provide a description and cost for each phase
- Should be used sparingly



Subcontractor Budget

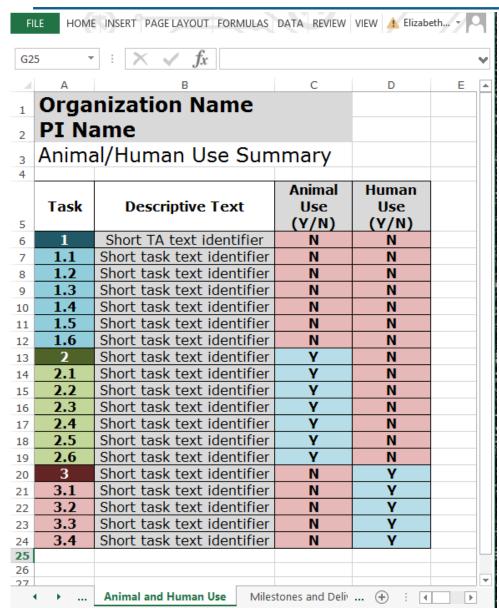


In the "phase" tabs, we ask for subcontractor costs to be applied to tasks and subtasks to understand how the costs are applied to the overall tasks and subtasks for the project

- Recommended Use
 - <\$500,000 per phase: use format Illustrated above
 - >\$500,000 per phase: use more detailed "phase" tab format



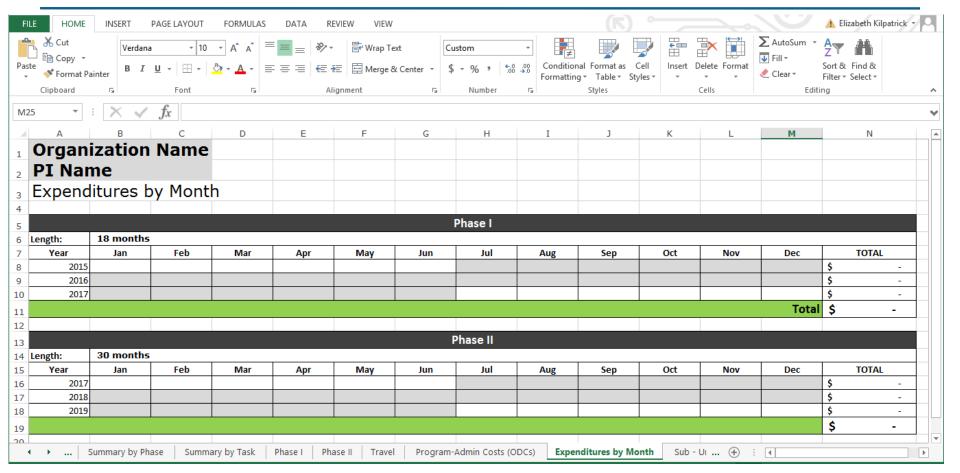
DARPA Animal and Human Use Tab



- A few tabs are not linked to any other tab in particular, but still contain essential information
- Designed to easily display what tasking has animal and human use associated with it



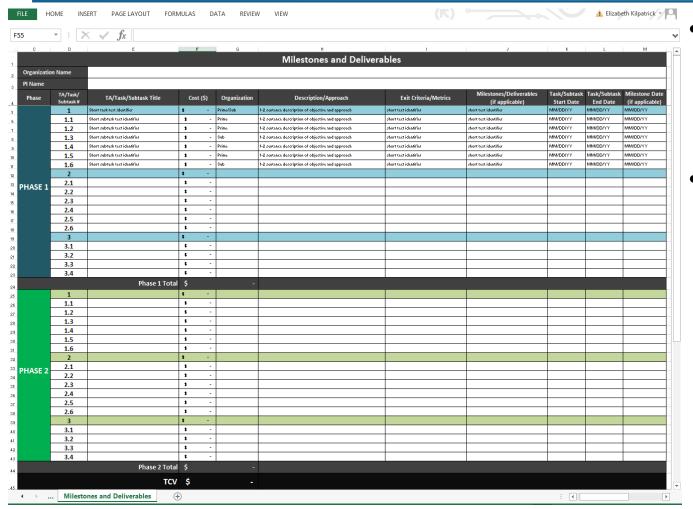
Expenditures by Month Tab



- Important and very helpful for internal planning purposes within DARPA
- Try to make the data as accurate as possible
 - Consider increases/decreases in spend rate rather than simply dividing the cost for a given phase by the months in a given phase



DARPA Milestones and Deliverables Tab



- Coupled very closely with the technical proposal and statement of work (SOW)
- Links tasks/subtask costs with the following:
 - Description
 - Exit criteria/metrics
 - Milestones
 - Deliverables
 - Start/end dates
 - Milestone and deliverable due dates

