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

High-level Summary Tabs

- Phase I, II
- Travel
- Program-Admin Costs (ODCs)
- Subcontractor Budget
  - Subcontractor Travel and ODCs

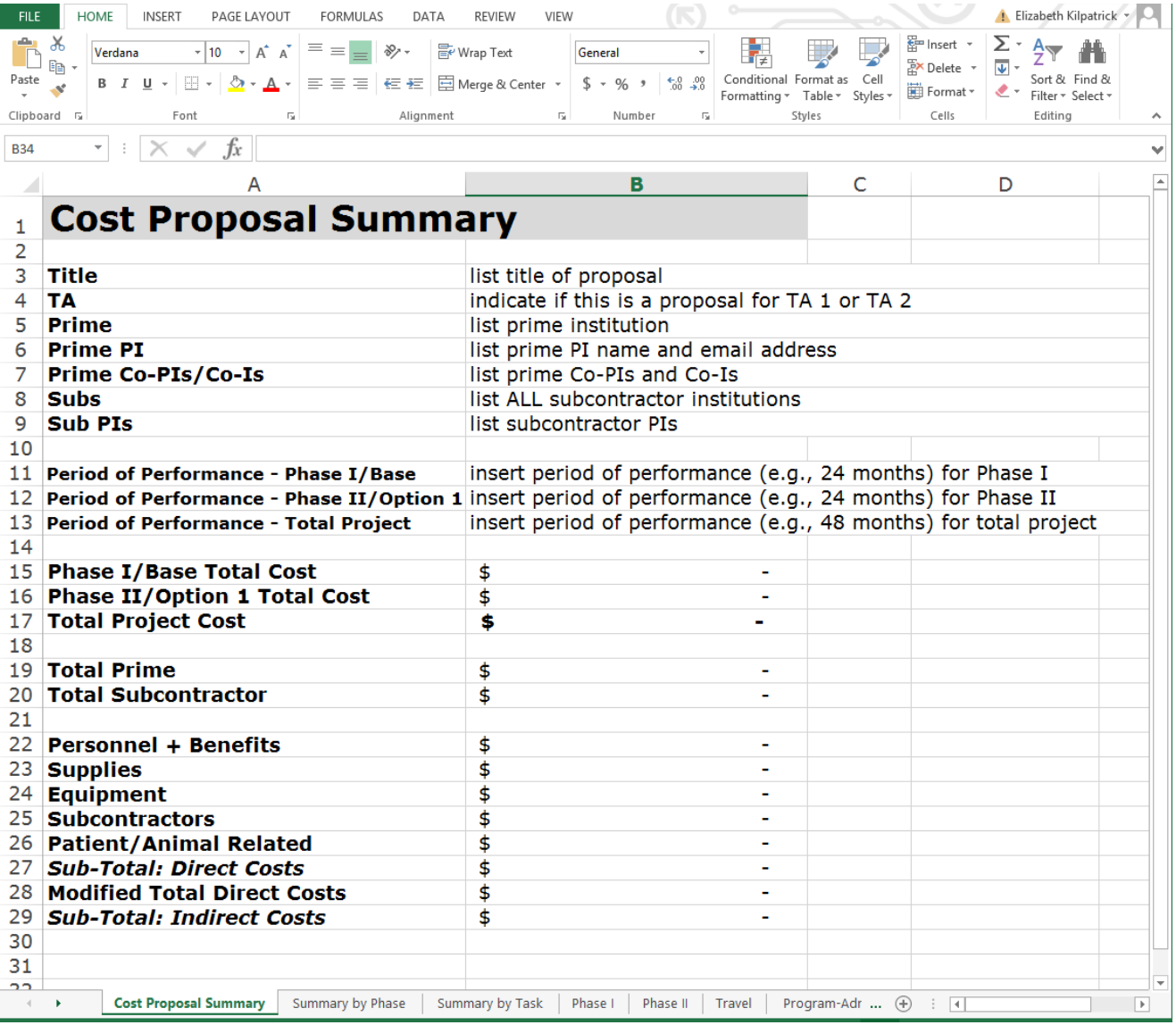
Detailed data-entry tabs
linked together

- Expenditures by Month
- Animal and Human Use
- Milestones and Deliverables

Other Essential Information

- 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

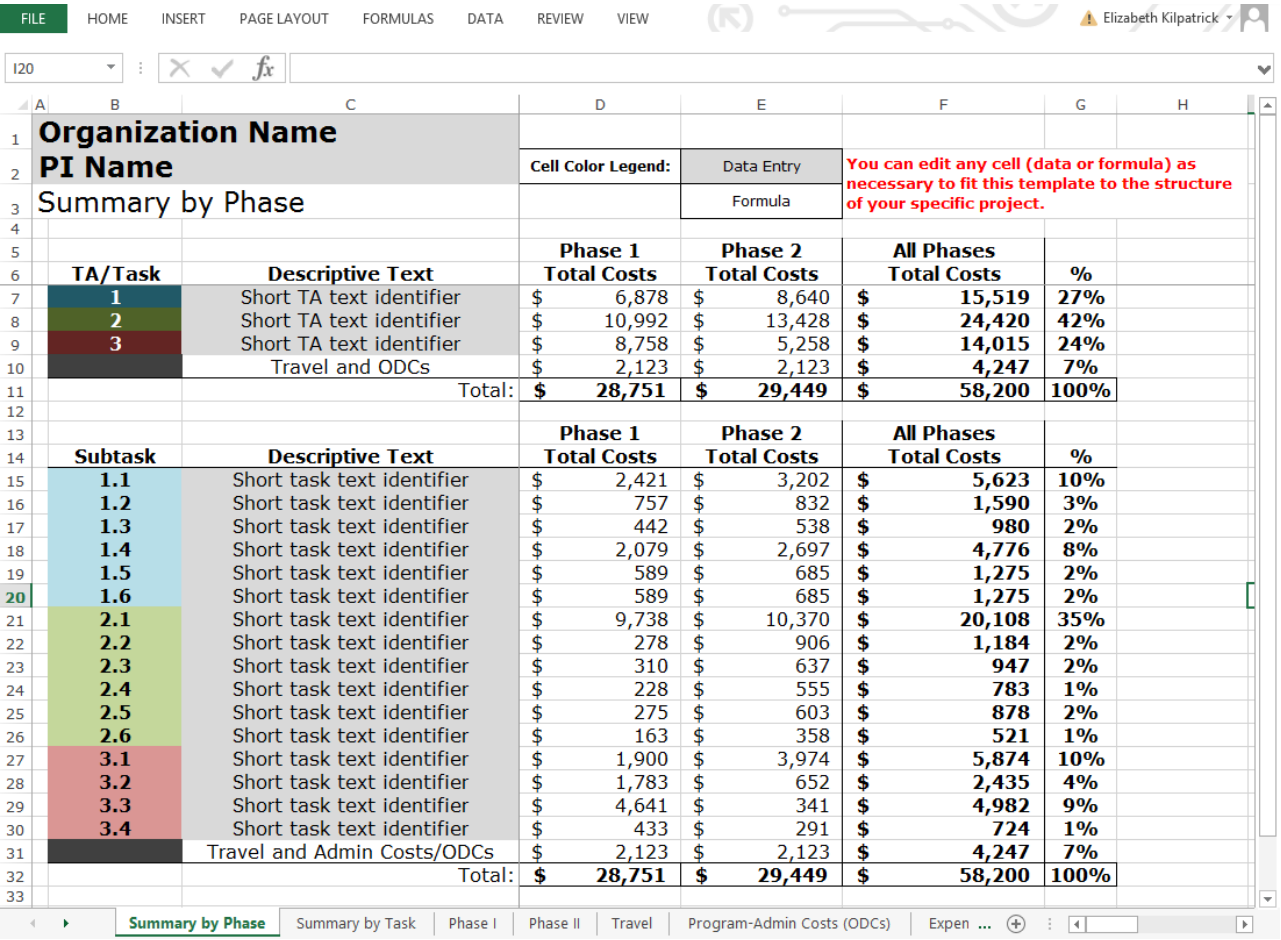
Cost Proposal Summary Tab



	A	B
1	**Cost Proposal Summary**	
2		
3	**Title**	list title of proposal
4	**TA**	indicate if this is a proposal for TA 1 or TA 2
5	**Prime**	list prime institution
6	**Prime PI**	list prime PI name and email address
7	**Prime Co-PIs/Co-Is**	list prime Co-PIs and Co-Is
8	**Subs**	list ALL subcontractor institutions
9	**Sub PIs**	list subcontractor PIs
10		
11	**Period of Performance - Phase I/Base**	insert period of performance (e.g., 24 months) for Phase I
12	**Period of Performance - Phase II/Option 1**	insert period of performance (e.g., 24 months) for Phase II
13	**Period of Performance - Total Project**	insert period of performance (e.g., 48 months) for total project
14		
15	**Phase I/Base Total Cost**	$ -
16	**Phase II/Option 1 Total Cost**	$ -
17	**Total Project Cost**	**$ -**
18		
19	**Total Prime**	$ -
20	**Total Subcontractor**	$ -
21		
22	**Personnel + Benefits**	$ -
23	**Supplies**	$ -
24	**Equipment**	$ -
25	**Subcontractors**	$ -
26	**Patient/Animal Related**	$ -
27	***Sub-Total: Direct Costs***	$ -
28	**Modified Total Direct Costs**	$ -
29	***Sub-Total: Indirect Costs***	$ -
30		
31		

- 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



Organization Name
PI Name
Summary by Phase

Cell Color Legend:	Data Entry
	Formula

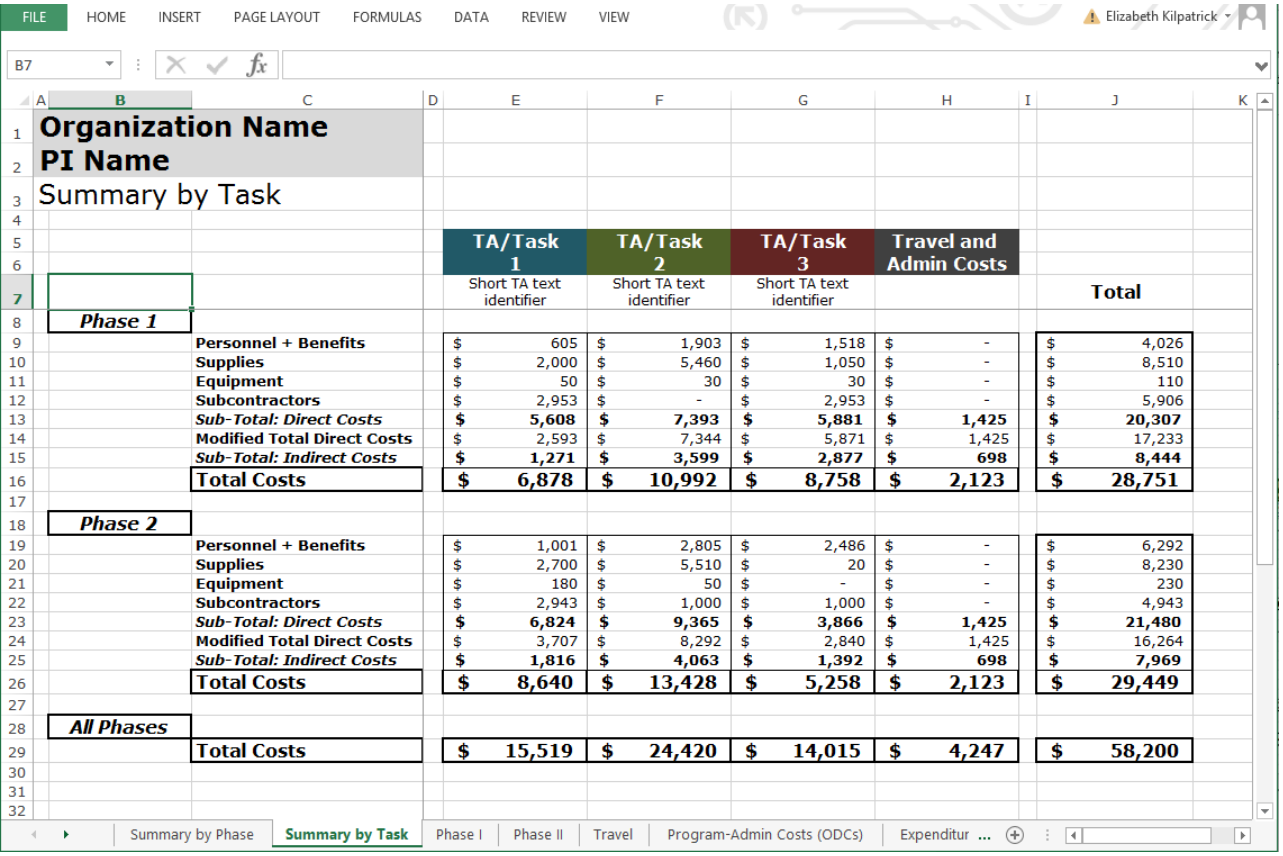
You can edit any cell (data or formula) as necessary to fit this template to the structure of your specific project.

TA/Task	Descriptive Text	Phase 1 Total Costs	Phase 2 Total Costs	All Phases Total Costs	%
1	Short TA text identifier	$ 6,878	$ 8,640	$ 15,519	27%
2	Short TA text identifier	$ 10,992	$ 13,428	$ 24,420	42%
3	Short TA text identifier	$ 8,758	$ 5,258	$ 14,015	24%
	Travel and ODCs	$ 2,123	$ 2,123	$ 4,247	7%
	Total:	$ 28,751	$ 29,449	$ 58,200	100%

Subtask	Descriptive Text	Phase 1 Total Costs	Phase 2 Total Costs	All Phases Total Costs	%
1.1	Short task text identifier	$ 2,421	$ 3,202	$ 5,623	10%
1.2	Short task text identifier	$ 757	$ 832	$ 1,590	3%
1.3	Short task text identifier	$ 442	$ 538	$ 980	2%
1.4	Short task text identifier	$ 2,079	$ 2,697	$ 4,776	8%
1.5	Short task text identifier	$ 589	$ 685	$ 1,275	2%
1.6	Short task text identifier	$ 589	$ 685	$ 1,275	2%
2.1	Short task text identifier	$ 9,738	$ 10,370	$ 20,108	35%
2.2	Short task text identifier	$ 278	$ 906	$ 1,184	2%
2.3	Short task text identifier	$ 310	$ 637	$ 947	2%
2.4	Short task text identifier	$ 228	$ 555	$ 783	1%
2.5	Short task text identifier	$ 275	$ 603	$ 878	2%
2.6	Short task text identifier	$ 163	$ 358	$ 521	1%
3.1	Short task text identifier	$ 1,900	$ 3,974	$ 5,874	10%
3.2	Short task text identifier	$ 1,783	$ 652	$ 2,435	4%
3.3	Short task text identifier	$ 4,641	$ 341	$ 4,982	9%
3.4	Short task text identifier	$ 433	$ 291	$ 724	1%
	Travel and Admin Costs/ODCs	$ 2,123	$ 2,123	$ 4,247	7%
	Total:	$ 28,751	$ 29,449	$ 58,200	100%

- 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

Summary by Task Tab



Organization Name
PI Name
Summary by Task

		TA/Task 1	TA/Task 2	TA/Task 3	Travel and Admin Costs	Total
		Short TA text identifier	Short TA text identifier	Short TA text identifier		
Phase 1						
	Personnel + Benefits	$ 605	$ 1,903	$ 1,518	$ -	$ 4,026
	Supplies	$ 2,000	$ 5,460	$ 1,050	$ -	$ 8,510
	Equipment	$ 50	$ 30	$ 30	$ -	$ 110
	Subcontractors	$ 2,953	$ -	$ 2,953	$ -	$ 5,906
	Sub-Total: Direct Costs	**$ 5,608**	**$ 7,393**	**$ 5,881**	**$ 1,425**	**$ 20,307**
	Modified Total Direct Costs	$ 2,593	$ 7,344	$ 5,871	$ 1,425	$ 17,233
	Sub-Total: Indirect Costs	**$ 1,271**	**$ 3,599**	**$ 2,877**	**$ 698**	**$ 8,444**
	Total Costs	**$ 6,878**	**$ 10,992**	**$ 8,758**	**$ 2,123**	**$ 28,751**
Phase 2						
	Personnel + Benefits	$ 1,001	$ 2,805	$ 2,486	$ -	$ 6,292
	Supplies	$ 2,700	$ 5,510	$ 20	$ -	$ 8,230
	Equipment	$ 180	$ 50	$ -	$ -	$ 230
	Subcontractors	$ 2,943	$ 1,000	$ 1,000	$ -	$ 4,943
	Sub-Total: Direct Costs	**$ 6,824**	**$ 9,365**	**$ 3,866**	**$ 1,425**	**$ 21,480**
	Modified Total Direct Costs	$ 3,707	$ 8,292	$ 2,840	$ 1,425	$ 16,264
	Sub-Total: Indirect Costs	**$ 1,816**	**$ 4,063**	**$ 1,392**	**$ 698**	**$ 7,969**
	Total Costs	**$ 8,640**	**$ 13,428**	**$ 5,258**	**$ 2,123**	**$ 29,449**
All Phases						
	Total Costs	**$ 15,519**	**$ 24,420**	**$ 14,015**	**$ 4,247**	**$ 58,200**

- 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)

Summarizes major cost items

	B	C	D	E	F	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
1	**Oraganization Name**					TA (for TAs 1-3) /Task (for Advanced Studies) 3									
2	**PI Name**			Cell Color Legend:	Data Entry										
3	Phase I				Formula	Task 3.1	Total	Task 3.2	Total	Task 3.3	Total	Task 3.4	Total	Task 3	Total
4						number	cost	number	cost	number	cost	number	cost	number	cost
5	**Item Name**	**Item Description**	**Proposal Reference (pg #)**	**Effort/ Unit Cost**	**Unit**	**Effort/Qty**	**Cost**	**Effort/Qty**	**Cost**	**Effort/Qty**	**Cost**	**Effort/Qty**	**Cost**	**Effort/Qty**	**Cost**
6	***Summary***														
7		**Personnel + Benefits**				0.96	$ 1,056	0.17	$ 187	0.13	$ 143	0.12	$ 132	1.38	$ 1,518
8		**Supplies**					$ 40		$ 1,010		$ -		$ -		$ 1,050
9		**Equipment**					$ -		$ -		$ 20		$ 10		$ 30
10		**Patient Related**					$ 180		$ -		$ -		$ 150		$ 330
11		**Subcontractors**					$ -		$ -		$ 2,953		$ -		$ 2,953
12		***Sub-Total: Direct Costs***					$ 1,276		$ 1,197		$ 3,116		$ 292		$ 5,881
13		***Less Exclusions:***													
14		***GSR fringe benefits***					$ 2		$ 1		$ 3		$ 4		$ 10
15		***Capital Equipment (unit Cost > $5K)***					$ -		$ -		$ -		$ -		$ -
16		***Subcontracts > $25K***							$ -		$ -		$ -		$ -
17		***Sub-Total: Exclusions***					$ 2		$ 1		$ 3		$ 4		$ 10
18		**Modified Total Direct Costs**					$ 1,274		$ 1,196		$ 3,113		$ 288		$ 5,871
19		***Sub-Total: Indirect Costs***		49%	negotiated rate		$ 624		$ 586		$ 1,525		$ 141		$ 2,877
20		**Total Costs**					$ 1,900		$ 1,783		$ 4,641		$ 433		$ 8,758
21	***Personnel***														
22	Person's Name	PI (Bioengineering)	Tech Prop - pg. 4, 65	$ 1,000	Calendar Year	0.100	$ 100	0.100	$ 100	0.040	$ 40	0.020	$ 20	0.260	$ 260
23	Person's Name	Surgeon	Tech Prop - pg. 4, 69	$ 1,000	Calendar Year	0.020	$ 20	0.020	$ 20	0.020	$ 20	0.020	$ 20	0.080	$ 80
24	Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	$ 1,000	Calendar Year	0.020	$ 20	0.020	$ 20	0.020	$ 20	0.020	$ 20	0.080	$ 80
25	Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	$ 1,000	Calendar Year	0.020	$ 20	0.010	$ 10	0.030	$ 30	0.040	$ 40	0.100	$ 100
26	Person's Name	Animal Technician	Tech Prop - pg. 4, 81	$ 1,000	Calendar Year	0.800	$ 800	0.020	$ 20	0.020	$ 20	0.020	$ 20	0.860	$ 860
27		***Personnel Total***				0.960	$ 960	0.170	$ 170	0.130	$ 130	0.120	$ 120	1.380	$ 1,380
28	***Benefits***														
29	Person's Name	PI (Bioengineering)	N/A	10.00%			$ 10		$ 10		$ 4		$ 2		$ 26
30	Person's Name	Surgeon	N/A	10.00%			$ 2		$ 2		$ 2		$ 2		$ 8
31	Person's Name	Postdoc (BioEng)	N/A	10.00%			$ 2		$ 2		$ 2		$ 2		$ 8
32	Person's Name	Graduate Student (EE)	N/A	10.00%			$ 2		$ 1		$ 3		$ 4		$ 10
33	Person's Name	Animal Technician	N/A	10.00%			$ 80		$ 2		$ 2		$ 2		$ 86
34		***Benefits Total***					$ 96		$ 17		$ 13		$ 12		$ 138
35	***Supplies***	***must be broken out individually - see below***													
36	Silicon Wafer	4" <100> n-Type	N/A	$ 10	per wafer	4.00	$ 40	0.00	$ -	0.00	$ -	0.00	$ -	4.00	$ 40
37	Rats	Size, Type, etc.	N/A	$ 10	per rat	0.00	$ -	50.00	$ 500	0.00	$ -	0.00	$ -	50.00	$ 500
38	Rat per diem	Housing and care	N/A	$ 10	per rat, per day	0.00	$ -	50.00	$ 500	0.00	$ -	0.00	$ -	50.00	$ 500
39	Cleanroom Fees	Lab Name	N/A	$ 10	per year	0.00	$ -	1.00	$ 10	0.00	$ -	0.00	$ -	1.00	$ 10
40		***Supplies Total***					$ 40		$ 1,010		$ -		$ -		$ 1,050
41	***Equipment***	***must provide supporting documentation (e.g., quote)***													
42	MicroCT	Company, Model Number	Cost Prop - pg. 45	$ 10	per machine	0.00	$ -	0.00	$ -	1.00	$ 10	0.00	$ -	1.00	$ 10
43	Impedance Analyzer	Company, Model Number	Cost Prop - pg. 46	$ 10	per machine	0.00	$ -	0.00	$ -	1.00	$ 10	0.00	$ -	1.00	$ 10
44	Microscope	Company, Model Number	Cost Prop - pg. 51	$ 10	per machine	0.00	$ -	0.00	$ -	0.00	$ -	1.00	$ 10	1.00	$ 10
45		***Equipment Total***					$ -		$ -		$ 20		$ 10		$ 30
46	***Patient Related***														
47	Patient care, outpatient	Physical therapy	N/A	$ 10	per patient	3.00	$ 30	0.00	$ -	0.00	$ -	5.00	$ 50	8.00	$ 80
48	Medication	post-surgery pain medication	N/A	$ 10	per patient	3.00	$ 30	0.00	$ -	0.00	$ -	5.00	$ 50	8.00	$ 80
49	X-ray		N/A	$ 10	per x-ray	12.00	$ 120	0.00	$ -	0.00	$ -	5.00	$ 50	17.00	$ 170
50		***Patient Related Total***					$ 180		$ -		$ -		$ 150		$ 330
51	***Subcontractors***														
52	Subcontract	University XYZ	Cost Prop - pg. 60-65	$ 2,953	per phase	0.00	$ -	0.00	$ -	1.00	$ 2,953	0.00	$ -	1.00	$ 2,953
53		***Subcontractors Total***					$ -		$ -		$ 2,953		$ -		$ 2,953
54															

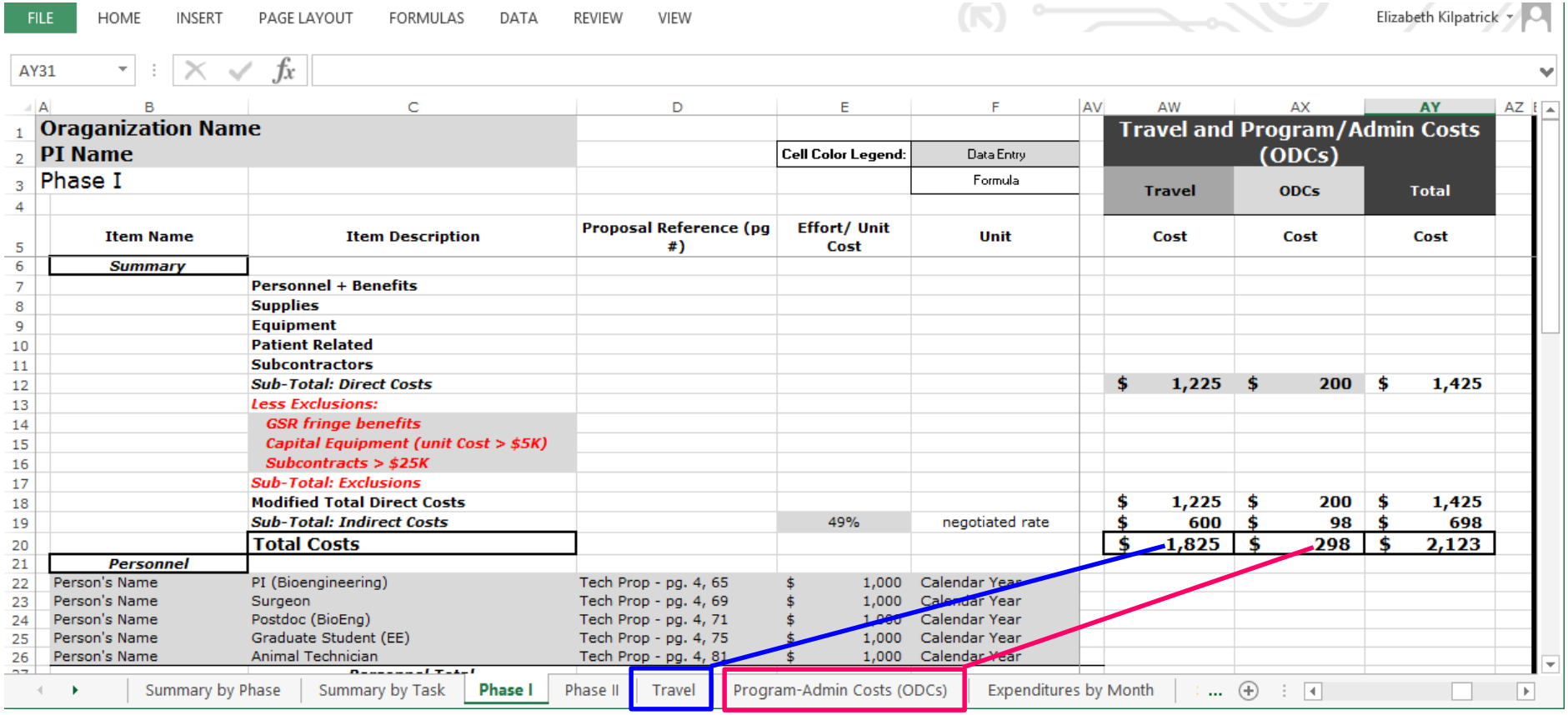
Summary by Phase | Summary by Task | Phase I | Phase II | Travel | Program-Admin Costs (ODCs) | Expenditures by Month | Sub - University XYZ Budget | Sub - University XYZ Travel | Anim ...

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)

calculates the total per task once effort/quantity is entered for each subtask

Phase Tab – Travel and ODCs



	B	C	D	E	F	AW	AX	AY
1	Oraganization Name					Travel and Program/Admin Costs (ODCs)		
2	PI Name			Cell Color Legend:	Data Entry			
3	Phase I				Formula			
4						Travel	ODCs	Total
5	Item Name	Item Description	Proposal Reference (pg #)	Effort/ Unit Cost	Unit	Cost	Cost	Cost
6	*Summary*							
7		Personnel + Benefits						
8		Supplies						
9		Equipment						
10		Patient Related						
11		Subcontractors						
12		*Sub-Total: Direct Costs*				$ 1,225	$ 200	$ 1,425
13		*Less Exclusions:*						
14		*GSR fringe benefits*						
15		*Capital Equipment (unit Cost > $5K)*						
16		*Subcontracts > $25K*						
17		*Sub-Total: Exclusions*						
18		Modified Total Direct Costs				$ 1,225	$ 200	$ 1,425
19		*Sub-Total: Indirect Costs*		49%	negotiated rate	$ 600	$ 98	$ 698
20		Total Costs				$ 1,825	$ 298	$ 2,123
21	*Personnel*							
22	Person's Name	PI (Bioengineering)	Tech Prop - pg. 4, 65	$ 1,000	Calendar Year			
23	Person's Name	Surgeon	Tech Prop - pg. 4, 69	$ 1,000	Calendar Year			
24	Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	$ 1,000	Calendar Year			
25	Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	$ 1,000	Calendar Year			
26	Person's Name	Animal Technician	Tech Prop - pg. 4, 81	$ 1,000	Calendar Year			

- 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

Travel Tab

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Elizabeth Kilpatrick

F30

Organization Name
PI Name

Travel Summary

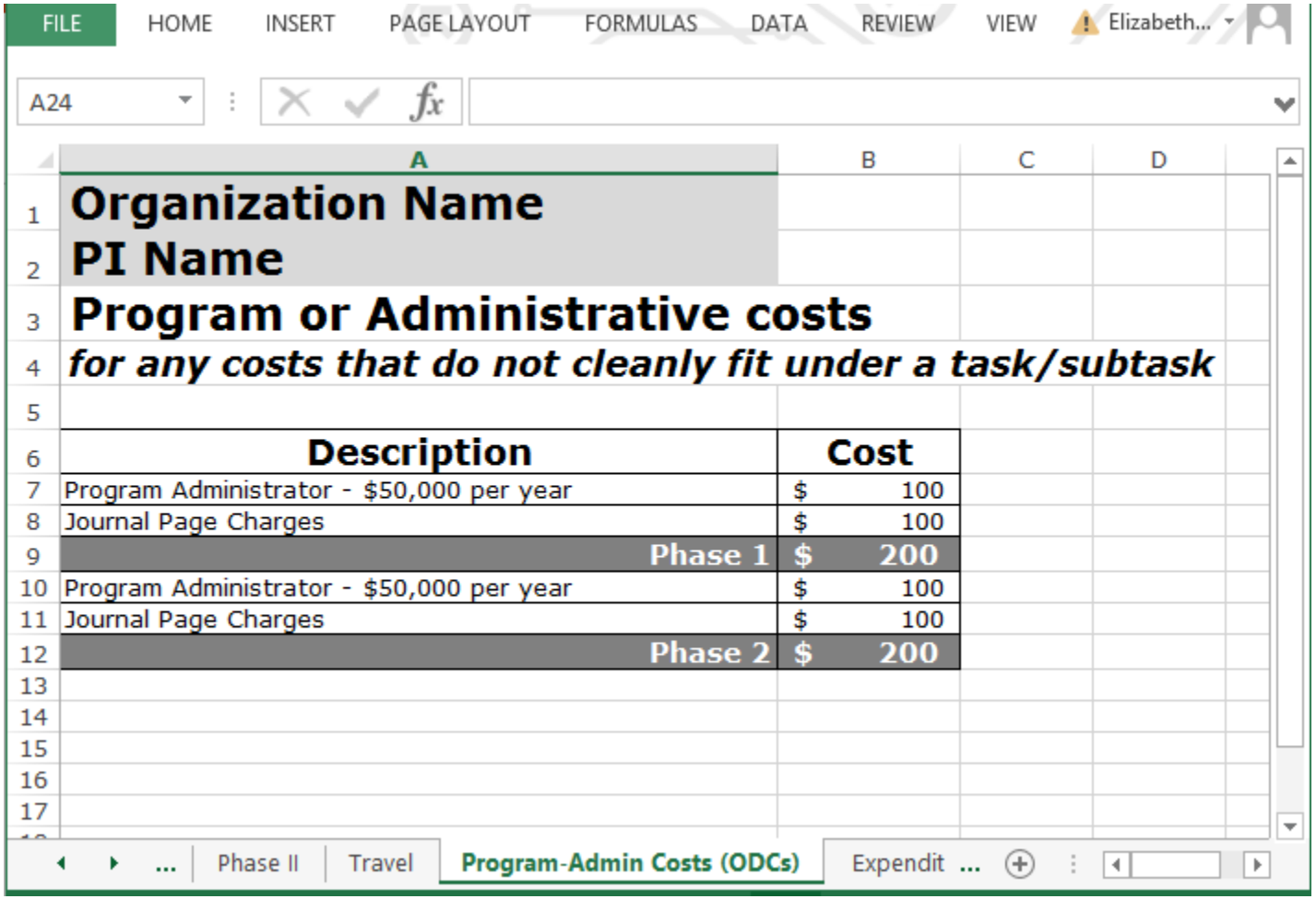
Lodging and Meals & Incidentals Expenses (M&IE) must comply with GSA rates. You can access GSA rates at: www.gsa.gov/perdiem

Phase	Title of Event	From	To	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 Cost
1	Kick-off Meeting	Los Angeles, CA	Arlington, VA	Attend DARPA-mandated performance kick-off meeting	2	1	$ 10	$ 10	$ 10	$ 10	$ 10	$ 125	$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 <<DARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <<DARPA program>> effort, and stay current on advancements in scientific fields related to <<DARPA 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
														Phase 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 <<DARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <<DARPA program>> effort, and stay current on advancements in scientific fields related to <<DARPA 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
														Phase 2 Total	**$ 1,225**

... Phase II | Travel | Program-Admin Costs (ODCs) | Expenditures by Month | Sub - University XYZ Budget | Sub - University XYZ Travel | Animal and Human Use | Milestones and Deliverables

- 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

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Elizabeth Kilpatrick

L44

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		**University XYZ - Subcontractor Budget**			Cell Color Legend:	Enter Text (Editable)		**Phase 1**		**Phase 2**		**Total**	
2		**University XYZ POC Name**				Calculated (Do not edit)							
3		**Item Name**	**Item Description**	**Proposal Reference (pg #)**	**Cost Per or Rate**	**Unit**		**Effort/ Qty**	**Cost**	**Effort/ Qty**	**Cost**	**Effort/ Qty**	**Cost**
4		***Summary***											
5			**Personnel + Benefits**					**0.08**	**$ 88**	**0.08**	**$ 88**	**0.16**	**$ 176**
6			**Supplies**						**$ 1,050**		**$ 1,050**		**$ 2,100**
7			**Equipment**						**$ 110**		**$ 100**		**$ 210**
8			**Travel and ODCs**						**$ 770**		**$ 770**		**$ 1,540**
9			***Sub-Total: Direct Costs***						**$ 2,018**		**$ 2,008**		**$ 4,026**
10			**Modified Total Direct Costs**						**$ 1,908**		**$ 1,908**		**$ 3,816**
11			***Sub-Total: Indirect Costs***		49%	negotiated rate			**$ 935**		**$ 935**		**$ 1,870**
12			**Total Costs**						**$ 2,953**		**$ 2,943**		**$ 5,896**
13													
14		***Personnel***											
15		Person's Name	Project Manager	Tech Prop - pg. 4, 69	$ 1,000	Calendar Year		0.020	$ 20	0.020	$ 20	0.040	$ 40
16		Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	$ 1,000	Calendar Year		0.020	$ 20	0.020	$ 20	0.040	$ 40
17		Person's Name	Postdoc (Neurosci)	Tech Prop - pg. 4, 73	$ 1,000	Calendar Year		0.020	$ 20	0.020	$ 20	0.040	$ 40
18		Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	$ 1,000	Calendar Year		0.020	$ 20	0.020	$ 20	0.040	$ 40
19			***Personnel Total***					0.080	$ 80	0.080	$ 80	0.160	$ 160
20													
21		***Benefits***											
22		Person's Name	Project Manager	N/A	10.00%				$ 2		$ 2		$ 4
23		Person's Name	Postdoc (BioEng)	N/A	10.00%				$ 2		$ 2		$ 4
24		Person's Name	Postdoc (Neurosci)	N/A	10.00%				$ 2		$ 2		$ 4
25		Person's Name	Graduate Student (EE)	N/A	10.00%				$ 2		$ 2		$ 4
26			***Benefits Total***						$ 8		$ 8		$ 16
27													
28		***Supplies***	***must be broken out individually - see below***										
29		Silicon Wafer	4" <100> n-Type	N/A	$ 10	per wafer		100.00	$ 1,000	100.00	$ 1,000	200.00	$ 2,000
30		Glass Slides	Size, Type, etc.	N/A	$ 10	per box of 50		5.00	$ 50	5.00	$ 50	10.00	$ 100
31			***Supplies Total***						$ 1,050		$ 1,050		$ 2,100
32													
33		***Equipment***	***must provide supporting documentation (e.g., quote)***										
34		Impedance Analyzer	Company, Model Number	Cost Prop - pg. 46	$ 10	per machine		1.00	$ 10	0.00	$ -	1.00	$ 10
35		Power Supplies	Company, Model Number	Cost Prop - pg. 48	$ 10	per machine		10.00	$ 100	10.00	$ 100	20.00	$ 200
36			***Equipment Total***						$ 110		$ 100		$ 210
37													
38		***Travel***							$ 770		$ 770		$ 1,540
39													
40		***If a subcontractor costs more than $500,000 per phase, use the more detailed format for the subcontractor budget breakdown (as seen in the tabs titled Phase I, II & III)***											
41													
43		***Add other fields (e.g., Program-Admin Costs, patient related, etc.) as applicable											
44													
45													
46													

... Phase II | Travel | Program-Admin Costs (ODCs) | Expenditures by Month | Sub - University XYZ Budget | Sub - University XYZ Travel | Animal and Human Us ...

- 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

Animal and Human Use Tab

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Elizabeth...

G25

Organization Name
PI Name

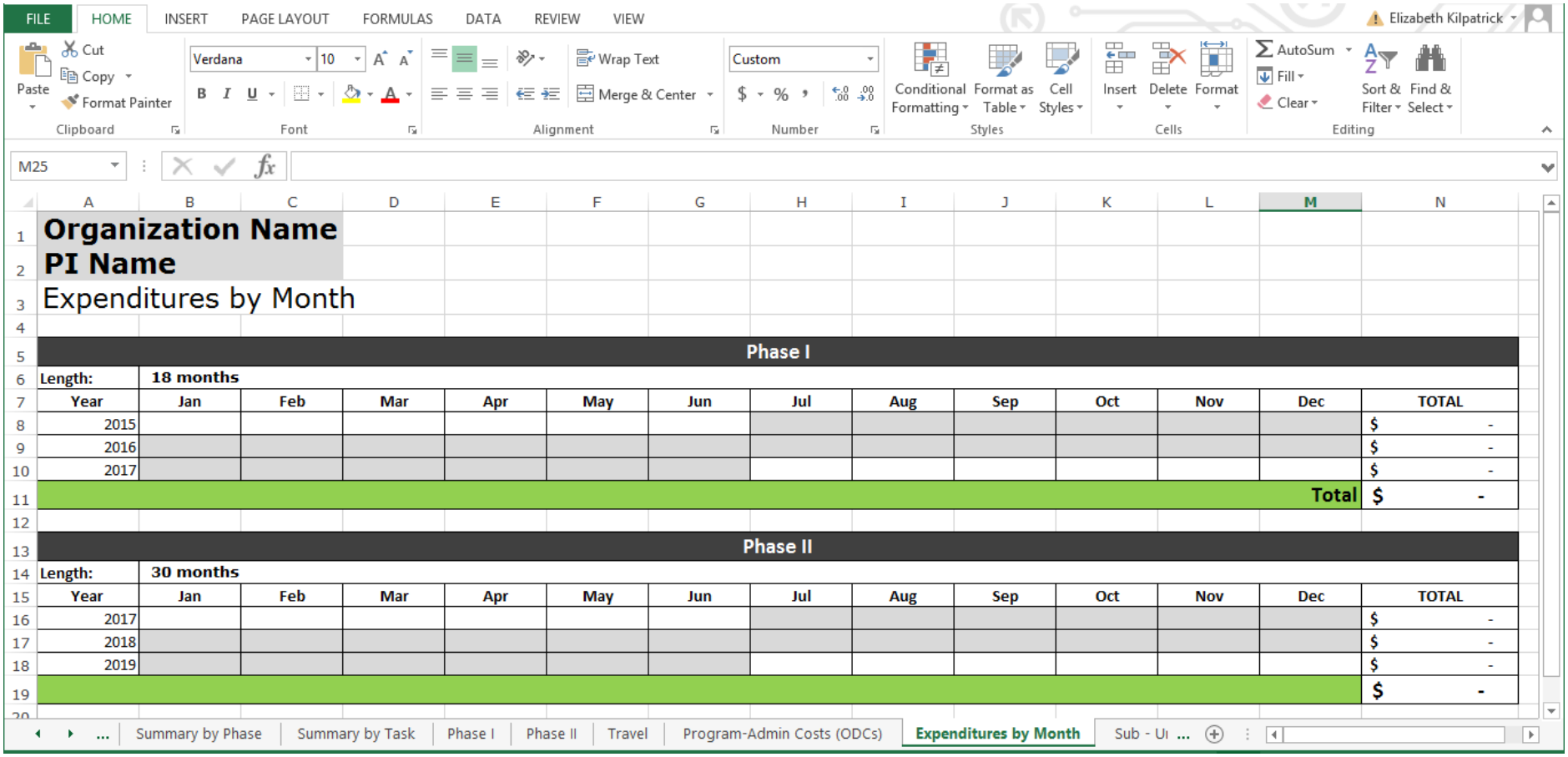
Animal/Human Use Summary

Task	Descriptive Text	Animal Use (Y/N)	Human Use (Y/N)
1	Short TA text identifier	N	N
1.1	Short task text identifier	N	N
1.2	Short task text identifier	N	N
1.3	Short task text identifier	N	N
1.4	Short task text identifier	N	N
1.5	Short task text identifier	N	N
1.6	Short task text identifier	N	N
2	Short task text identifier	Y	N
2.1	Short task text identifier	Y	N
2.2	Short task text identifier	Y	N
2.3	Short task text identifier	Y	N
2.4	Short task text identifier	Y	N
2.5	Short task text identifier	Y	N
2.6	Short task text identifier	Y	N
3	Short task text identifier	N	Y
3.1	Short task text identifier	N	Y
3.2	Short task text identifier	N	Y
3.3	Short task text identifier	N	Y
3.4	Short task text identifier	N	Y

Animal and Human Use | Milestones and Deli ...

- 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



Organization Name
PI Name
Expenditures by Month

Phase I													
Length:	18 months												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2015													$ -
2016													$ -
2017													$ -
												Total	$ -

Phase II													
Length:	30 months												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2017													$ -
2018													$ -
2019													$ -
													$ -

- 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

Milestones and Deliverables Tab

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Elizabeth Kilpatrick

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Milestones and Deliverables

Organization Name	
PI Name	

Phase	TA/Task/ Subtask #	TA/Task/Subtask Title	Cost ($)	Organization	Description/Approach	Exit Criteria/Metrics	Milestones/Deliverables (if applicable)	Task/Subtask Start Date	Task/Subtask End Date	Milestone Date (if applicable)
PHASE 1	1	Short task text identifier	$ -	Prime/Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.1	Short subtask text identifier	$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.2	Short subtask text identifier	$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.3	Short subtask text identifier	$ -	Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.4	Short subtask text identifier	$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.5	Short subtask text identifier	$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.6	Short subtask text identifier	$ -	Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	2		$ -							
	2.1		$ -							
	2.2		$ -							
	2.3		$ -							
	2.4		$ -							
	2.5		$ -							
	2.6		$ -							
	3		$ -							
	3.1		$ -							
	3.2		$ -							
	3.3		$ -							
	3.4		$ -							
		Phase 1 Total	$ -							
PHASE 2	1		$ -							
	1.1		$ -							
	1.2		$ -							
	1.3		$ -							
	1.4		$ -							
	1.5		$ -							
	1.6		$ -							
	2		$ -							
	2.1		$ -							
	2.2		$ -							
	2.3		$ -							
	2.4		$ -							
	2.5		$ -							
	2.6		$ -							
	3		$ -							
	3.1		$ -							
	3.2		$ -							
	3.3		$ -							
	3.4		$ -							
		Phase 2 Total	$ -							
		TCV	$ -							

Milestones and Deliverables

- 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

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