

Horticulture CRSP Budget Narrative

Use this template when developing each budget narrative
(A separate budget and budget narrative is required for each institution)

PERSONNEL

Senior Personnel

Provide names and titles for all senior personnel, including those who are not being paid against the project. State the appropriate amount of effort as a percentage or calendar months for each key person on the project. Senior personnel from another institution should be reflected on the corresponding budget and budget narrative for that institution.

Support Personnel

Provide the title/position/role for all support personnel. Administrative salary is not allowed as a direct cost unless it is part of an administrative fee for an institution that is not claiming any indirect costs—the administrative fee should be included in the “other” category if applicable.

TRAVEL

Detail domestic travel using applicable rates (mileage, etc.). Provide a full explanation for **each** anticipated international trip—this explanation needs to include the following information (per trip):

- names and/or number of travelers**
- destination country**

Provide the method of calculation for each international trip including applicable per diem rates. Note: The information in the budget narrative serves as **PRIOR BUDGET APPROVAL** for each international travel trip; any deviation from this budget narrative for international travel will require pre-approval from the Horticulture CRSP Management Entity.

MATERIALS AND SUPPLIES

List specific supplies and costs if possible; if specifics are unknown, list specific categories of supplies. No miscellaneous or contingency categories are allowed. All goods and services must meet the source, origin, and nationality requirements set forth in 22 CFR Part 228 for the authorized geographic code 000, the United States. The following goods are restricted and may not be purchased without prior approval:

- agricultural commodities**
- pharmaceuticals**
- pesticides**
- US Government-owned excess property**
- fertilizer**

PRIOR APPROVAL will be deemed to have been met when:

- the item is of US source/origin;**
- the item has been identified and incorporated in the program description or schedule of the award (initial or revisions), or amendments to the award; and**
- the costs related to the item are incorporated in the approved budget of the award.**

EQUIPMENT

Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **Motor vehicles and used equipment are not allowed.** All goods and services must meet the source, origin, and nationality requirements set forth in 22 CFR Part 228 for the authorized geographic code 000, the United States. Detail each piece of equipment by name/model/type.

PARTICIPANT TRAINING

Guidelines for participant training are found in ADS Chapter 253 – Training for Development. <http://www.usaid.gov/policy/ads/200/updates/iu2-1003a.pdf>. Participant program monitoring must be detailed here per the federal guidelines. Cost tracking for participants is in three categories: instruction; participant; travel.

OTHER

Some examples are greenhouse fees, maintenance agreements, honoraria, repairs, analyses, and long-distance toll charges. All goods and services must meet the source, origin, and nationality requirements set forth in 22 CFR Part 228 for the authorized geographic code 000, the United States. Travel fees and insurance should be included under “Travel”. If admin fees are claimed, enter them here and provide a full narrative including rates and cost structure (administrative fees should be minimal and not exceed 8 – 10% of the total modified direct costs). A signed letter from the institution is required to justify any requested administrative fees.

GRADUATE STUDENT FEES

SUBAWARDS

Briefly list each subaward here and include yearly and cumulative amounts. Each subaward will have its own, separate budget and budget narrative. Do not fill in the subaward totals on the main budget sheet as they will auto-fill after entering in any applicable subaward budgets on the provided worksheets. The subaward budget sheets also allow for subawards—enter the appropriate total amounts for each on the worksheet and detail the budget in the narrative.

INDIRECT COSTS

Provide the rate used (must be either the approved rate for the institution or 20% of modified total direct costs, whichever provides the lesser for indirect costs). If no approved rate applies, then the indirect cost rate should be zero. Administrative fees should be requested in the “Other” category if applicable; if administrative fees are charged, then no indirect costs can be taken. The budget spreadsheet is formatted to calculate indirect costs based on modified total direct costs. Please contact Heather Kawakami at hekawakami@ucdavis.edu if a different method of calculation is needed. **An approved indirect cost rate agreement for each institution claiming indirect costs must be provided at the time of proposal submission.**

COST SHARING

Cost sharing is required at 25% of the total federal funds requested from the Horticulture CRSP. The cost share must consist of non-federally funded contributions that meet the criteria detailed in 22 CFR 226.23. Cost sharing may include, but is not limited to: 1) principal investigator/senior personnel effort; 2) in-kind contributions; 3) cash contributions; 4) unrecovered indirect costs; 5) indirect costs on principal investigator/senior personnel effort. **Cost-sharing documentation from the contributing entity must be provided at the time of proposal submission** (in most cases, this will be in the form of a letter signed by the authorized organizational representative). Some items that are ineligible for cost sharing are existing equipment, administrative services, office and lab space, and administrative fees in lieu of indirect costs. The required cost share may come from any combination from the main institution and subaward(s) as appropriate. **Provide a detailed cost-sharing narrative listing institution(s), dollar amounts, and descriptions below.**

