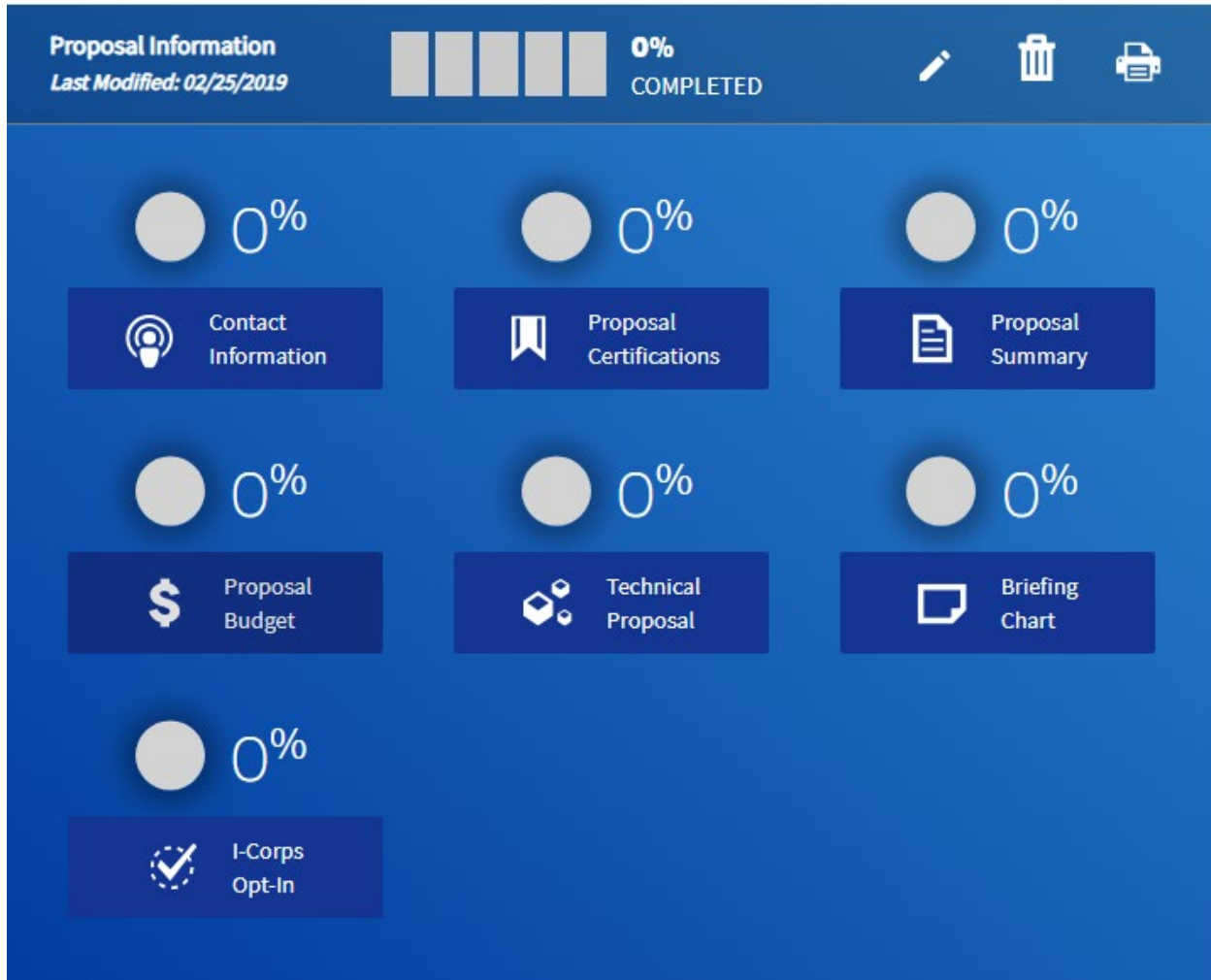





Using the NASA SBIR/STTR EHB for Budget Development

When you create a proposal in the system, you will have the following screen available to edit the proposal package. This screen will let you select any of the components to begin immediately creating/finalizing that piece of the package.




Selecting "Proposal Budget" will open up a new context menu with the following options:


SBIR 2019-I : S1.07-2581 
 Non-destructive imaging for total system health


0% COMPLETED  **IN PROGRESS**


FIRM FORMS

 0%


PROPOSAL FORMS

 0%


TECHNICAL PROPOSAL








 0%

BRIEFING CHART

 0%

ENDORSE

 0%


-  Proposal Forms (0%) 
-  Contact Information (0%)
-  Proposal Certifications (0%)
-  Proposal Summary (0%)
-  **Proposal Budget (0%)** 
- Direct Labor
- Overhead
- G&A
- Profit Rate / Cost Sharing
- Review


PROPOSAL BUDGET


Budget Allocated


\$0.00 / \$125,000.00

Below are the standard components of your proposal budget.


Direct Labor


Overhead


G&A


Profit Rate / Cost Sharing

If you are creating the budget for the first time, you will need to select the applicable components of your proposal. The standard components (Direct Labor, Overhead, G&A, and Profit Rate/Cost Sharing) are required by default, and you cannot unselect them.

Do any of these additional components apply to your proposed research? Select the applicable component(s) and save your updates.
Note: Once saved, the selected components will be added to the proposal budget form and to the left menu for navigation.

Subcontractors / Consultants

Select all Other Direct Costs (ODCs) that apply.

Materials

Supplies

Equipment

Travel

Other

Clicking on any of the items in the additional components will cause a green check box to appear in the middle of that item. Once selected, information must be added for that item in all the required areas

marked with a *. If information is not entered for one of the selected components, you will not be able to submit your budget.

\$ Proposal Budget (0%) ^
Direct Labor
Overhead
G&A
Subcontractors / Consultants
ODC-Materials
ODC-Supplies
ODC-Equipment
ODC-Travel
ODC-Summary
Profit Rate / Cost Sharing
Review

Once you have selected the applicable additional components, you will notice the navigation menu on the left-side now lists the selected items. Clicking on one of these items will take you directly to the input screen for that item.

Principal Investigator



Let's get some more information on the Principal Investigator.

Principal Investigator

* Labor Category

Select a Labor Category

Labor Category is required.

* What's their level of education?

PhD

Master's Degree

Bachelor's Degree

Associate's Degree

Some College

High School

* How many years of experience do they have?

Nu...

* Now let's calculate the direct labor cost. Is there a fringe rate?

Yes

No


Save

The first required input is "Direct Labor". Under Direct Labor, at a minimum, you must have information for the Principal Investigator. Since the Principal Investigator (PI) is named in another portion of the proposal package, you do not need to provide their name here.

Let's get some more information on the Principal Investigator.

Principal Investigator

* Labor Category 

General and Operations ... 

* What's their level of education?

PhD

Master's Degree

Bachelor's Degree

Associate's Degree


Some College

High School

* How many years of experience do they have?

12

When putting in their information, the first context menu is "Labor Category". This has a number of selectable items, including various types of Engineers, Technicians, and Business support titles. Essentially, this is the background of the PI. Fill in the selections for their role, education, and experience appropriately.

* Now let's calculate the direct labor cost. Is there a fringe rate? 

Yes

No

* Employee Hours

800



x

* Employee Rate

\$56.00

x

* Employee Fringe Rate

26

%

=

* Total Cost

56,448.00

Save

Next, you will need to put in a fringe rate if there is one, or select no if you do not have a fringe rate. Typically, fringe rates will be the cost to employ a person (vacation policy, sick leave, health care costs, etc.). Usually, these are called “fringe benefits”. Anything that is a fringe benefit is a cost driver for your fringe rate.

Though your rates are unique to your business, these two sites (<https://www.accountingcoach.com/blog/what-is-a-fringe-benefit-rate>) and (<https://mil.wa.gov/uploads/pdf/public-assistance/fringe-benefit-instructions.pdf>) provide some good initial information on how to calculate your rate.

The employee hours will be the total number of hours that person is dedicating to the effort during the period of performance (6 mos SBIR Phase I; 13 mos STTR Phase I; 24 mos SBIR/STTR Phase II). The employee rate is the hourly rate you will be paying that person. Note, this is just their basic pay rate and should not be a “loaded” rate (meaning a rate with your fringe/overhead/G&A on top). Finally, put in your fringe rate that you calculated. The system will automatically calculate the Total Cost.

*** Are the labor rates detailed above fully loaded?** ⓘ

Yes No

*** Provide any additional information and cost support data related to the nature of the direct labor detailed above.**
Labor charges that do not compare favorably to state averages at <http://www.bls.gov> require additional documentation supporting the proposed salaries.

Additional Information *

0 / 200

Additional information and cost support data related to the nature of the direct labor is required.

If you have a separate fringe/overhead rate, then you will select “No” on the question “Are the labor rates detailed above fully loaded?”. A fully-loaded rate is an hourly wage rate that includes your overhead, fringe, and G&A rates.

In the box, you will need to provide data on how you calculated the costs for your labor, including wage and fringe. You only have 200 characters for this entry.

* Provide any additional information and cost support data related to the nature of the direct labor detailed above.

Labor charges that do not compare favorably to state averages at <http://www.bls.gov> require additional documentation supporting the proposed salaries.

Wage rate is commiserate with experience level of employee. Fringe benefit rate has been calculated to included employer sponsored health-care (covering 80% of costs), PTO policy of 2 weeks per anum.

199 / 200

Add Another Role

Principal Investigator

General and Operations Manager

\$56,448.00



If you have any additional personnel, you will need to click the button for “Add Another Role”. This will allow you to input additional people that will be paid through the proposed effort. When adding additional personnel, you either designate them as key personnel or not key personnel. The largest difference between these choices is if you are using a particular persons experience and accolades (besides the PI) to convince reviewers that you have the available talent and expertise to perform on the Phase I effort.

* Great, let's get their information. Are they key personnel? ?



Yes



No

* What's his or her name?

Full N...

* What's this person's role?

Don't worry, if you have any subcontractors, we will get to them later.

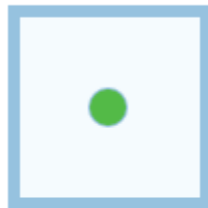
Role *

If you select that they are key personnel, you will need to put in their name.

* Great, let's get their information. Are they key personnel? ?



Yes



No

* What's this person's role?

Don't worry, if you have any subcontractors, we will get to them later.

Role *

If they are not key personnel, then you will only have to fill in what their role is. The other entry boxes are the same as found in the PI section.

* Provide any additional information and cost support data related to the nature of the direct labor detailed above.

Labor charges that do not compare favorably to state averages at <http://www.bls.gov> require additional documentation supporting the proposed salaries.

Wage rate is commiserate with experience level of employee. Fringe benefit rate has been calculated to included employer sponsored health-care (covering 80% of costs), PTO policy of 2 weeks per anum.

199 / 200

Do note, that your explanatory material for labor costs is shared between all personnel entries. Make sure the information you put in this field extends across the proposal, and is not designated towards one individual.

Perform these same steps for any personnel that will be a part of the proposed effort.

Overhead

- Specify current rate and base.
- Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR
- Provide a number for total estimated overhead costs to execute the project.

Budget Allocated

\$90,921.60 / \$125,000.00

Overhead: \$0.00

* So far so good. Now let's take a look at your Overhead. ?

Rate (%)

Cost (\$)

Please specify the different cost sources below from which your company's Overhead costs are calculated.

0 / 4000

The next required section is Overhead. This is the cost to run your business that are not attributed to direct labor or direct material. Oft times, you will hear these describe as Indirect Costs.

Though your rates are unique to your business, these two sites (<https://www.patriotsoftware.com/accounting/training/blog/understanding-overhead-expenses/>) and (<https://blog.projectionhub.com/3-steps-to-calculate-your-overhead-expenses/>) provide some good initial information on how to calculate your rate.

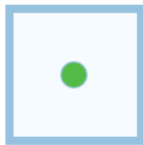
Overhead

- Specify current rate and base.
- Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR
- Provide a number for total estimated overhead costs to execute the project.

Budget Allocated
\$90,921.60 / \$125,000.00

Overhead: \$0.00

* So far so good. Now let's take a look at your Overhead. ?



Rate (%)



Cost (\$)

43 %

Once you have calculated that rate, you will need to put it in as a percentage. You may also put in a fixed overhead cost. If you select "Cost (\$)" you will simply put in a total dollar value rather than a percentage to be leveraged.

Please specify the different cost sources below from which your company's Overhead costs are calculated.

Overhead rate has been calculated from:

Facility rental; 2500 sq ft facility for \$36,000/year. Proposed work will leverage 75% of the space during the period of performance.
Equipment depreciation; Organization has a depreciation rate of 15%. Equipment to be used during effort has an original purchase cost of \$725,000.
Etc.

324 / 4000

Though completing it is not required, you will probably want to provide some direction on how your overhead rate or cost was arrived at. This section can either be very detailed or vague. It is up to you on how much information you want to put in there for calculating your cost drivers. Do not though, that the more information you put here, the less questions NASA will have on whether your inputs are reasonable.

Please specify the different cost sources below from which your company's Overhead costs are calculated.

Organization is a new venture. Standard overhead rate has been applied in comparison to prior companies with similar scope and mission.

135 / 4000

PROPOSAL BUDGET

General and Administration Cost

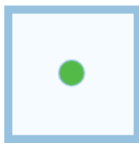
- Enter rate or total cost for the General and Administrative expenses for this Proposal.
- Specify current rate and base. Use current rate(s) negotiated with cognizant federal negotiating agency, if available, OR
- Provide a number for total estimated G&A costs to execute the project.
- Specify the different cost sources below from which your company's General and Administrative costs are calculated.
- Please detail the labor used for each year of the proposed research effort separately below.

Budget Allocated

\$143,019.68 / \$125,000.00

General and Administration Cost: \$13,001.79

* Making progress. Now let's take a look at your G&A. ?



Rate (%)



Cost (\$)

10 %

The next required section is your G&A. General and Administration Costs are typically those costs that are required to maintain your business practices. Differentiating between G&A and overhead costs can be tricky, and many businesses will only set an overhead rate that is all encompassing.

Though your rates are unique to your business, this site (<https://www.zekiah.com/insights/business-management/developing-rates-government-contracts-part-2>) provides some good initial information on how to calculate your rate.

Like overhead before it, you can also supply an answer for how you calculated your G&A rates.

Profit Rate/Cost Sharing

See [Section 5.10](#).

- Profit to be added to total budget, shared costs to be subtracted from total budget, as applicable.
- For Cost Sharing, please enter rate or cost as a negative number.

Budget Allocated

\$143,019.68 / \$125,000.00

Profit: \$0.00 | Cost Sharing: - \$0.00

*** Cost Sharing** ⓘ

- \$|

Cost Sharing is required.

Please provide details below on cost-sharing calculations if desired.

Costs-Sharing Explanation.

0 / 4000

*** Profit Rate** ⓘ

%

Please provide details below on profit calculations if desired.

Profit Explanation.

0 / 4000

The final required section is “Profit Rate/Cost Sharing”. In this required section, you must put if you are providing cost sharing (you can input 0) and your profit rate (again, you can input 0). If you make selections in either of these, you will want to provide details on how you arrived at those figures. This is particularly important for cost sharing. Also, please note, when doing cost sharing, this amount is subtracted from your requested budget. In the example above, you will notice that we are currently overbudget. Entering a cost share of \$17,500 will bring us below the threshold, as we are saying that amount is being extended by the company to complete the proposed effort.

Budget Allocated

\$124,814.97 / \$125,000.00

Profit: \$0.00 | Cost Sharing: - \$17,500.00

The following are optional components that can be added to the budget. As stated earlier in this document, if you selected one of these items it now becomes a required entry in your budget.

Subcontractors/Consultants

Subcontractor/Consultant Information

- Provide the name of the subcontractor/consultant, and a budget contact that the NASA Procurement Office can contact for budget information.
- Indicate if you are able to provide detailed budget information for the subcontractor/consultant in this Proposal, and if so provide that information on this page.
- if you are unable to provide detailed budget information, enter the total cost.

Let's get some information about your subcontractor/consultant

It's OK if you have more than one - we can add them one at a time



Budget Allocated

\$143,019.68 / \$125,000.00

Subcontractors: \$0.00

[Add Additional Components](#)

[Add Additional Subcontractor](#)

Subcontractor No: 1  

* Subcontractor/Consultant

Prefix * Budget Contact First Name * Budget Contact Last Name Suffix

* Budget Contact Title

* Budget Contact Phone

Subcontractors/Consultants is where you would put information in for any organizations you are working with that are being paid for their participation through the proposed budget. Besides the organization name, you will need to add contact information for someone with representation authority at the organization. Typically this will be the individual who is authorized to sign contracts for the organization.

* Do you have a letter of commitment from the subcontractor/consultant?

Yes

No

* Should the G&A rate for this proposal's budget include the cost for this subcontractor/consultant?

Yes

No

* Are you able to provide detailed budget information for this subcontractor/consultant?

Yes

No

Save


* Do you have a letter of commitment from the subcontractor/consultant?

Yes

No

* Please upload the letter of commitment from the subcontractor/consultant.

Drag & Drop File(s) here to Upload



or

Select File(s) to Upload

NOTE: The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

Being able to have a letter of commitment from the organization is typically a requirement for most SBIR/STTR submissions. If you do have a letter, you would select the option for “Yes” and upload the file here.

* Do you have a letter of commitment from the subcontractor/consultant?

Yes

No

* Provide an explanation of any contact you have had with the subcontractor/consultant as to their availability to perform the proposed work.

0 / 4000

If you don't have a letter of commitment, you would select “No” and then must provide an explanation of how the agreement was arranged and reached, and how the organization is holding themselves to the agreed upon budget and statement of work.

* Are you able to provide detailed budget information for this subcontractor/consultant?



Yes



No

Great, let's get some detailed subcontractor/consultant budget information.

Labor Category	Role	Hours x Rate = Total	Remove
Select a Labor Category		Hours * \times Rate * = 0.00	

Add More Budget Information

Additional Costs

Type	Amount	Explanation
Overhead	\$ _____	_____
G&A	\$ _____	_____
Profit	\$ _____	_____

* Does this subcontractor/consultant have any other direct costs?



If the organization sent you a detailed budget, you would need to fill in the required information. This information is almost a direct copy of the information you put in for the required components. All of the selections and options should be rather identical.

Yes

No

* Are you able to provide detailed budget information for this subcontractor/consultant?

Yes

No

* Total Cost

\$ _____

* Do you provide the authority to the Government to contact this Budget Contact?

Yes

No



* Description

* Vendor

* Quantity

* Total Cost

\$

* Exclusive for this contract?

Yes

No

* Competitively Sourced?

Yes

No

* Consumable?


Materials, Supplies, and Equipment all carry the same sections and required information. You should provide an entry for each piece of material/supply/equipment that you are requesting, and the entries are detailed as to what the item is, where it is coming from, what the cost is, and how it will be used during the proposed effort.

* Do you have supporting documents for this ODC?

Yes

No

Drag & Drop File(s) here to Upload



OR

Select File(s) to Upload

NOTE: The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

Save

If you have a quote, agreement, or documentation from the vendor, you will want to upload it here.

* Do you have supporting documents for this ODC?

Yes



No

* Please provide supporting comment for this ODC

0 / 4000

Save

If you do not have documentation for this, then you will want to provide information on how you sourced this item.

ODC Travel No: 1  

* Description

* Location From * Location To

* Number of People

* Number of Days

* Total Airfare \$ + * Total Car Rental \$ + * Total Per Diem \$ +

* Total Other \$ = * Total Cost

If you have any travel for this proposed effort, then you will want to input every instance of travel. You will need to provide locations, number of people travelling, number of days travelled, and all costs. You must also input information about why the trip is necessary, how you sourced the estimated costs, and the justification for the trip (essentially how not going on the trip would cause the proposed effort to fail).

* Purpose of Trip

* Source of Estimates

* Explanation/Justification

0 / 4000

Save

ODC Type	Total Cost	Actions
ODC-Materials	\$0.00	
ODC-Equipment	\$0.00	
ODC-Supplies	\$0.00	
ODC-Travel	\$0.00	

The Review provides a view of the costs that you put in for all the categories. Clicking the action button will allow you to immediately navigate to that section and edit the content.

Budget Allocated
\$143,019.68 / \$125,000.00

Subcontractors: \$0.00

Add Additional Components

If you select an additional component, and then decide you do not need that component in the budget, you will want to remove it. To do that, select the “Add Additional Components” button towards the top of the page. Here, you will see all the items you selected.

Do any of these additional components apply to your proposed research? Sele

Note: Once saved, the selected components will be added to the proposal bud



Subcontractors /
Consultants

Simply clicking the green check box will unselect the item. This will remove it from the requirements. You will see the item removed from the “Proposal Budget” sidebar menu.

\$ Proposal Budget (33%) ^

Direct Labor

Overhead

G&A

ODC-Materials

ODC-Supplies

ODC-Equipment

ODC-Travel

ODC-Summary

Profit Rate / Cost Sharing

Review