Modular Budgets

OSPA NANO Session 10/25/06
Proposals Team

What is a Modular Budget?

- A streamlined budget format used by NIH to focus the attention of investigators, their institutions, peer reviewers, and NIH staff on science rather than budget details
- Please note that this type of budget is used exclusively by NIH
When do I use the Modular Budget?

Modular budgets are required on new, competing continuation, and revised (amended) applications, as well as for competing supplements that request up to a total of $250,000 Direct Costs per year (less Consortium F&A) and fall into one of the following mechanisms:

- Research Project Grants (R01)
- Small Grants (R03)
- Academic Research Enhancement Award (AREA) Grants (R15)
- Exploratory/Development Research Grants (R21)
- Clinical Trial Planning Grant Program (R34)
- Some RFA/Pas

Note: if total direct costs exceed $250,000 in any year, then the Modular format is not used.

What does the Modular Budget include?

- Direct Costs less Consortium F&A are listed in $25,000 increments or “modules”
  - Typically, the budget will have the same modular cost each year
- Consortium F&A Costs
  - While these costs are included in total direct costs, NIH does not include them as part of the costs for the modules
- Total Direct Costs
  - This is the total cost for each year and will be higher than the module cap if subcontracts are included
Important Clarifications

- Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application.
- The consortium (subcontract) F&A costs (indirect) are not factored into the Direct Cost limit. They may be requested in addition to the $250,000 limit.

Modular Budget Justifications

Personnel: the role of ALL personnel should be described by position, role, and level of effort.
- This includes consultants and any “to be appointed” positions; however, individual salary information should not be given.
- Note: NIH no longer uses percentages to show level of effort. Effort should be shown in number of calendar, academic, or summer months.
**Justifications cont.**

Consortium (subcontract) costs should be provided with an estimate of Total Costs (Direct plus F&A) rounded up to the nearest $1,000.

- For each key individual/organization listed, the role and level of effort should be provided
- Whether each collaborating institution is foreign or domestic should be indicated

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**Justifications cont.**

Variation in the number of modules (cost) requested in different years should be described and justified, without providing additional budget information

- For example, purchase of equipment in year 1 may result in a greater number of modules being requested in year 1 than in subsequent years
Forms for the Modular Budget

When using the Modular format, only the Face Page, Modular Budget, and Checklist forms should be included.

- Form Page 4 (detailed budget for the initial period) and Form Page 5 (budget for the entire proposed period of support) should not be submitted.
- Other Support Pages of the PHS 398 should not be submitted either.

Budgets and Grants.gov

- Many application packages will include both the modular and detailed budgets, however only the appropriate one should be completed.
- All required fields (highlighted in yellow) must be filled in before the Next Period button will become active and allow you to enter the next year’s figures.
- ISU’s Cognizant Agency Information can be found on our website under Institutional Information.
What to include with the GoldSheet

At this time, OSPA does not require full itemization of all costs
- Costs that affect the indirect cost (i.e.: equipment, tuition, subcontracts, etc...) still need to be identified and justified (in the base budget, an internal justification, or GoldSheet notes)

OSPA has three different budget templates available:
- NIH Budget - for Modular and non-Modular budgets
  - Includes the face page, modular budget form, Form pages 4 & 5, and the checklist
- NIH Budget Lite - for Modular budgets only
  - Includes the face page, modular budget form, and the checklist
- BOB – can be used for Modular budgets and is recommended for non-Modular budgets submitted via Grants.gov
  - Includes only the face page

Helpful Links

- NIH Modular Research Grant Applications
  - http://grants.nih.gov/grants/funding/modular/modular.htm
- Frequently Asked Questions - Modular Budgets
  - http://grants.nih.gov/grants/funding/modular/modular_faq_pub.htm
- Frequently Asked Questions - Usage of Person Months
- NIH Person Months Conversion Chart
  - http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls
- Electronic Submission of Grant Applications
  - http://era.nih.gov/ElectronicReceipt/index.htm#
The End

- Any Questions?
- Thank you for attending!
- Please let us know if there are any other topics you would like covered by a NANO Session