**BUDGET JUSTIFICATION – CAL POLY**

**NSF NOTE:** The term “year” is based on the project years which run from **{date}** through **{date}**.

**SALARIES AND WAGES**: The salary and wage rates are based on the California Polytechnic State University (CPSU) and Cal Poly Corporation (CPC), jointly Cal Poly, established salary and wage rates paid during the 2021-2022 Fiscal year (July 1 – June 30). Faculty duties at CPSU consist of fifteen units in each of three Academic quarters per nine-month Academic year. The salary and wage rates for faculty and non-student staff includes a projected **XXX**% salary increase per year. The rates shown are for budgetary purposes; the rates in effect at the time the work is performed will be charged to the project.

**For cost share as needed:** Employee salaries have not been escalated for the cost share. Cal Poly elects to under-estimate the value of the cost share to ensure the commitment to the sponsor is met if the project is awarded.

**FRINGE BENEFITS & EMPLOYER PAYROLL TAXES**: Benefits for CPSU Faculty summer and overload work include FICA, SUI and Workers Compensation and are calculated at the DHHS pooled rate of 9%. Full time benefits for CPSU faculty and staff Release time and Assigned time include a benefit package consisting of FICA, State Unemployment Insurance (SUI), Worker's Compensation, non-industrial leave including vacation and sick leave, medical, dental, and life insurance benefits, and retirement benefits (PERS). The rate is established by the State of California and CPSU, is currently estimated for budgetary purposes as 54.196%.

Full time benefits for CPC employees include a benefit package consisting of FICA, State Unemployment Insurance (SUI), Worker's Compensation, non-industrial leave including vacation and sick leave, medical, dental, and life insurance benefits, and retirement benefits (PERS). The DHHS pooled rate of 62.9% is used for budgetary purposes.

Benefits for CPC intermittent employees include FICA, SUI and Workers Compensation and are calculated at the DHHS pooled rate of 9%.

CPC undergraduate student benefits include SUI and Worker's Compensation. The DHHS pooled rate of 5.1% is used for budgetary purposes.

CPC graduate student fringe benefits include SUI and Worker’s Compensation which would result in the pooled rate of 5.1%. CPC graduate students convert to intermittent employees if the graduate student is not fully enrolled when the work is performed, resulting in the addition of FICA to fringe benefits and the current intermittent fringe benefit rate of 9%. Cal Poly elects to budget graduate student fringe benefits at the 9% intermittent rate, assuming that the graduate students will not be fully enrolled. It is not feasible to assess enrollment status at the time of proposal submission.

For cost share as needed: Graduate students are budgeted at the enrolled fringe benefit rate of 5.1% for cost share. Cal Poly elects to under-estimate the value of the cost share to ensure the commitment to the sponsor is met if the project is awarded.

The rates in effect at the time the work is performed will be charged to the sponsor.

**Please provide detailed information for the following categories of expense:**

**EQUIPMENT: (Items $5K and above) Include whether cost is from quote, website, -catalogue or other.**

**DOMESTIC TRAVEL: Include reason for travel, destination, # people, # days, travel by air/car/rental/other.**

**INTERNATIONAL TRAVEL: Include reason for travel, destination, # people, # days, travel by air/car/rental/other.**

**PARTICIPANT COSTS:**

**Number of Participants \_\_\_\_.**

**Tuition/fees/Insurance costs:**

**Stipends:**

**Travel: Note foreign vs. domestic travel.**

**Subsistence:**

**Other costs:**

**OTHER DIRECT COSTS:**

**SUPPLIES AND MATERIALS:** **(Items $5K and under)**

Funds will be used to support the purchase of supplies, including but not limited to, **XXXXXXXXX**.

**PUBLICATION COSTS:** **(if any)**

**CONSULTANT SERVICES:** **Include name, rate, description of work, and rationale for using a specific consultant.**

**APD/COMPUTER SERVICES: (if any)**

**SUBAWARDS/CONSORTIUM/CONTRACTUAL COSTS: A detailed budget, budget justification and SOW are required for subawards. Additional information may also be required.**

**EQUIPMENT OR FACILITY RENTAL/USER FEES: (if any)**

**ALTERATIONS & RENOVATIONS: (if any)**

**OTHER COSTS:**

**Tuition: $$$$$$** is included to support **undergraduate/graduate** student tuition and fees. The funds will support **partial/full** tuition for **X** students. Cal Poly treats tuition as a direct cost, not as a fringe benefit for graduate and undergraduate students.

**Background checks:** Support is requested for **X** background checks. Background checks are required by Cal Poly for new hires in sensitive positions and are treated as a direct cost.

**Recruitment costs:** **$$$$** is requested to support the recruitment of **a new hire/s**. Recruitment costs are treated as a direct cost and are charged to the project hiring the new employee.

**MATCHING FUNDS: A matching funds form will be routed with the PAF.**

**FACILITIES AND ADMINISTRATIVE (F&A) COSTS:**

Cal Poly’s federally-negotiated Facilities and Administrative (F&A) costs rate is 38.5% of Modified Total Direct Costs, effective July 1, 2020. Modified total direct costs exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.