Education/Professional Development
Sponsored Project Proposal Budget Guidelines

Background:
At NPS, most sponsored education and professional development follows one of two common models:

- **Program Model:** Typically, a single sponsor supports and funds a full cohort or full program. Cost is expressed as a cost of the single cohort/program, and dedicated funding is received from that single sponsor for the full cost.

- **Tuition Model:** Typically, students from multiple sponsoring commands are joined in the same course or program. Cost is expressed as the cost of a seat in a course ($2,000 per course minimum). Funding is received from multiple student sponsors and combined in a statistical account.

Program managers of Program Model and Tuition Model sponsored/reimbursable education (degree and certificate) and professional development (short courses, etc.) activities are expected to submit a program package for new and recurring programs. The program package will be the Education/Professional Development (Ed/PD) equivalent of a research proposal package.

For the Program Model, submission of the program package will be at the initiation of each individual sponsored activity. Establishment of a reimbursable account for the sponsored program follows from the approved proposal.

For the Tuition Model, submission of the program package will be on an annual basis, prior to the beginning of each fiscal year. It is recognized that the proposed budget for a tuition model program will be the PD’s best estimate at that point in time, and execution could vary, based on enrollments and other factors. Approval of the program package permits establishment of a statistical account for use by the program during the next fiscal year.

The Education/Professional Development online proposal budget template is available to assist the Project Director to develop a cost proposal (proposal budget) for the proposed sponsored activity.

The following guidelines are provided to furnish additional explanatory information on the cost proposal preparation. Narrative below is keyed to sections of the online form.

Type of Sponsored Proposal:
A prompt at the top of the page states “Select Type of Proposal from Menu.” Click in the box to the right and a pull down menu appears, which will customize the budget proposal template to the type of sponsored activity. The selection of the appropriate category of sponsored activity is essential to assure correct recording/reporting of activity by product line. The two product lines this form applies to are:

- Sponsored Education
- Sponsored Professional Development
The definitions for all sponsored activity product lines can be found in Sponsored Programs Policy and Guidance Memo No. 16-20. Memo No. 16-20 along with the Naval Postgraduate School FY18 Reimbursable Rate Memorandum can be found on the Research website: https://my.nps.edu/web/research.

**Header Information:**

The header information for the budget of the proposed activity is completed once. The data input is transferred to subsequent pages of the proposal budget.

**Proposal Title:** Enter the full title of the program or activity. This should be consistent with the title included on the Ed/PD proposal routing form. The full title will be used for reporting purposes and account set up.

**Sponsor:** If program sponsored, enter the sponsor of the proposed activity. If tuition model, enter ‘Various’.

**Project Director:** List the Project Director (PD) for the program or activity.

**Period Covered:** If program model, list the full period of performance (POP) for the proposed program or activity. If the work is proposed for more than the current fiscal year, a budget is required for each fiscal year plus a summary budget. Date format for the POP is MM/DD/YYYY. If tuition model, list the academic year for which the proposal applies or the period of performance for the program/activity if less than a fiscal year.

**Note:**

1) The NPS Indirect Policy does not allow for grandfathering of the proposed indirect cost rate for those projects that span fiscal years and are subsequently funded. For the purpose of completing a multi-year proposal budget, please utilize the current year’s indirect rate, and understand that the indirect rate for each year will be adjusted to the rate that is in effect for the fiscal year of each year during the period of performance if the project is funded.

2) When proposing, if the following year indirect rate has been announced, that rate will be utilized for developing the subsequent year’s budgets.

3) The adjustment of the indirect rate each year may reduce or increase the total multi-year cost of the project. A revised budget requesting additional funding can be submitted to the sponsor if the recalculation of indirect reduces direct support to the project to the point that it cannot be accomplished.

**Select Funding Model:** Select the appropriate funding model. For more information, see Background.
Proposal Budget:

I. LABOR

A. Faculty Labor (PD, Co-PDs and Key Personnel): This section covers the senior personnel working on the program or activity. Faculty Labor is a budget category subject to indirect cost recovery. In FY18, the total number of hours proposed for Faculty Labor will be included in the base for indirect recovery.

**Personnel:** List either instruction or program management functions or individuals by name that will work on the program/activity. If it is known that an existing employee will work on the project, but the specific person is yet to be identified, list name as “TBD.” If a hire is pending and a candidate is identified, list the potential hire by name. If a hire is pending and a candidate has not been identified, list name as “Pending Hire.”

**Role:** Select the appropriate instruction role that the individual(s) will occupy in performance of the proposed work.

*Faculty – Instruction Related roles include:*
- Project Director
- Co-Director
- Instruction
- Course/Curriculum Development
- Academic Associate
- Program Officer
- Other

*Faculty – Program Management/Other roles include:*
- Department Chair
- Program Manager
- Other

**Days:** List the number of days the individual will be working on the project. The total associated number of hours will be automatically calculated in the subtotal line. Note that a maximum of 240 days may be worked per year for each person listed on the proposal.

**Hourly Rate:** List hourly rate of each individual; this rate should include any special salary considerations. If personnel are listed as “TBD” or a “Pending Hire,” list the average rate for the role. For multi-year proposals, consider possible step/cost of living allowance (COLA) increases in hourly rate.

**Estimated Cost:** This is an autofill field based on labor hours times hourly rate.
**Benefits Cost:** This is an autofill field using the benefits rate set in accordance with [2018 DOD Civilian Personnel Fringe Benefits Rates memo](#).

**Annual Leave (hrs/pay period):** Select the appropriate leave accrual rate for each person listed on the proposal. If the person is yet to be identified (“TBD” or “Pending Hire”), select TBD, which will result in 6 hours being charged.

**Leave Costs:** These are autofill fields based on selection of Annual Leave (hrs/pay period) times the Hourly Rate. Annual leave is calculated based on selection. Sick leave is set at 4 hours per pay period. Holiday is set at 3 hours per pay period.

**Benefits + Leave Cost:** This is an autofill field which adds the Benefits Cost to all Leave Cost types.

**Total Cost:** This is an autofill field that provides the full labor cost of the individual listed. Full labor cost is salary plus benefits and leave cost.

**SUBTOTAL—Faculty Labor:** This section autofills and displays the sub-totals of Estimated (Salary) Cost, Benefits + Leave Cost and Total Cost.

### B. Support Labor (Other Key Personnel):

This section covers the support personnel working on the program or activity. The associated costs of support personnel are subject to indirect cost recovery.

**Personnel:** List individuals by name that will work on the program or activity. If it is known that an existing employee will work on the project, but the specific person is yet to be identified, list name as “TBD.” If there is a hire pending and the candidate is identified, list the potential hire by name. If a hire is pending and candidate has not been identified, list name as “Pending Hire.”

**Role:** Select the appropriate role that the individual will occupy in performance of the proposed work. Roles include:

*Staff – Instruction Related roles include:*
  - Education Technician
  - Laboratory Technician
  - Other

*Staff – Program/Student Support roles include:*
  - Student Support
  - Information Technology
  - Library
  - Other

**Days:** List the number of days the individual will be working on the project. The total associated number of hours will be automatically calculated in the subtotal line. Note that a maximum of 240 days may be worked per year for each person listed on the proposal.
Hourly Rate: List hourly rate of each individual; this rate should include any special salary considerations. If personnel are listed as “TBD” or a “Pending Hire,” list the average rate for the role. For multi-year proposals, consider possible step/COLA increases in hourly rate. Note: If an individual is receiving special pay consideration, it will be entered in Section C below.

Estimated Cost: This is an autofill field based on hours times hourly rate.

Benefits Cost: This is an autofill field using the medical benefits rate set in accordance with 2018 DOD Civilian Personnel Fringe Benefits Rates memo.

Annual Leave (hrs/pay period): Select the appropriate leave accrual rate for each person listed on the proposal. If the person’s accrual rate is unknown, select TBD, which will result in 6 hours being charged.

Leave Costs: These are autofill fields based on selection of Annual Leave (hrs/pay period) times the Hourly Rate. Annual leave is calculated based on selection. Sick leave is set at 4 hours per pay period. Holiday is set at 3 hours per pay period.

Benefits + Leave Cost: This is an autofill field which adds the Benefits Cost to all Leave Cost types.

Total Cost: This is an autofill field that provides the full labor cost of the individual listed. Full labor cost is salary plus benefits and leave cost.

SUBTOTAL—Support Labor: This section autofills and displays the sub-totals of Estimated (salary) Cost, Benefits and Leave Cost and Total Cost.

C. Total Faculty/Support Labor: This section autofills and displays the total Estimate (Salary) cost of faculty/support labor, the total Benefits + Leave Cost and Total Cost.

Indirect: All Labor costs (base wages, benefits and fringe) are subject to indirect cost recovery.

In house: All Labor costs (base wages, benefits and fringe) are included in the 51% in house calculation.

II. OTHER DIRECT COSTS

A. TRAVEL

A1. NPS Travelers: This section will cover travel requirements of NPS personnel (faculty/staff /students) in support of the proposed program or activity.

Traveler: List by name those individuals that are proposed to travel in support of the proposed program or activity. If all travelers cannot be
identified at the time of the proposal, list “role” of traveler from labor section above. If NPS students are travelling, it is not necessary to identify them by name. Simply indicate “students” in the traveler column.

**Destination:** List the destination for trips planned in support of the proposed work. If destinations are unknown, i.e. course delivery sites have not been confirmed, then simply state “course delivery sites.”

**Purpose:** List the purpose of travel, i.e. course delivery, conference attendance, attend class or orientation, sponsor visit, etc.

**# Trips:** List the number of trips planned for the intended purpose.

**Cost/Trip:** Provide the estimated cost per trip.

**Estimated Cost:** Autofill of total cost of trip listed times number of trips.

**A2. Invitational/Fund Cite:** This section will cover the travel of those invited to travel on behalf of the program of activity. If a non-DoD employee is requested to travel, an Invitational Travel Order will be required. If the traveler is from another DoD agency, a Fund Cite can be issued that allows the traveler to charge travel against an NPS line of accounting. This could include NPS students who are also active duty officers, civilians with other government agencies or defense contractors. Note: Travel for support contractors is not included in this section. Travel for support contractors must be included in the contract as an “other direct cost.”

**Traveler:** List by name those individuals that are proposed to travel in support of the proposed program or activity. If all travelers cannot be identified at the time of the proposal, list purpose of the ITA/Fund Cite, i.e. class, orientation or conference attendance, etc.

**Destination:** List the destination for invited trips planned in support of the proposed work. Normally it will be the location of the PD, but it is possible that invitees will meet at a location other than that of the duty station of the PD such as another site where program or activity takes place.

**Purpose:** List the purpose of travel, i.e. class delivery, review, etc.

**# Trips:** List the number of trips planned for the intended purpose.

**Cost/Trip:** Provide the estimated cost per trip.

**Estimated Cost:** Autofill of total cost of trips listed times number of trips.

**SUBTOTAL—Travel:** This section autofills and displays the subtotal of all travel proposed in support of sponsored project.

*Indirect:* All Travel costs (NPS employee/student travel, invitational travel and direct cite travel) are subject to indirect cost recovery.

*In House:* Only NPS employee/student travel is included in the 51% in house calculation.
B. **Equipment and Supplies:** This section includes all textbooks, course materials, equipment, supplies, parts, consumables, printing, photocopying and shipping required in support of the proposed work.

B1. **Equipment/Hardware/Software:** List all equipment/hardware/software required for proposed work.

   - **Description:** Specifically list items over $3k each. Items under $3k can be grouped into type of equipment.
   - **Purpose:** List use of equipment in support of proposed program or activity
   - **Units:** List how many units will be procured for each item. If miscellaneous equipment is lumped into one line item, the unit is one, not the number of items lumped together.
   - **Cost/Unit:** List the cost per unit.
   - **Estimate Cost:** Autofill total of cost per unit times number of units.

B2. **Supplies**

   1. **Supplies/Course Materials:** Provide estimated cost of supplies/materials required for completion of proposed program or activity, i.e. textbooks.
   2. **Printing/Photocopying & Page/Print Charges:** Provide estimated cost of printing/photocopying materials required for completion of proposed program or activity. If applicable, also include journal publication page charges.
   3. **Shipping:** Provide estimated cost of premium shipping required for completion of proposed work.

**SUBTOTAL—Equipment and Supplies:** This is an autofill field that displays the subtotal for all Equipment/Supplies required for program or activity.

   - **Indirect:** Equipment/Supplies are not subject to indirect cost recovery.
   - **In House:** Only Equipment/Supplies that remain NPS property at the conclusion of the project are included in the 51% in house calculation.

C. **CONTRACT SUPPORT LABOR:** This section will cover contracts for requirements that directly support sponsored program or activity. In general, this can include management, instruction, administrative/clerical or other types of support. The contract requirement is essentially the procurement of labor to fulfill the deliverables by NPS of what was proposed by the NPS PD, and will be subject to indirect. This type of contract can have tangible deliverables, i.e. support for distance learning programs. While instruction, program support, etc., all produce a tangible deliverable in that a report of the results is provided, that deliverable is a sub-set of the tasks that the NPS PD is responsible for performing. When a contract is considered the procurement of labor, the government is providing technical direction of the expected outcomes of the contract and defining the tasks and deliverables to be performed by the contractor. While the government cannot provide direct
supervision, the work being procured could be performed by a government employee if the conditions were different. When the funding for the support services being procured is sponsored, the longevity of continued funding is not known which precludes the “support” requirement from being obtained through government employment. The support services procured may not equate to work that could be performed by a government FTE which can also lend to procurement rather than hiring.

**Type of Support:** Select the type of support the contractual procurement will provide. The categories include:

1. **Instruction:** Course delivery or assistance with course design
2. **Academic:** This would include contractual support for academic materials creation, editing, etc.
3. **Program:** This would include contractual support necessary to assist in monitoring program progress/deliverables, coordinating activities, IT support, or administrative support that is necessary for the performance of the project and cannot be provided through departmental resources. An example of this type of support would be a project that requires considerable travel arrangements or other collaborative facilitation beyond what can be handled by the support staff of the academic unit of the PD.
4. **Costs for class off campus:** This category is used if there are charges for classes off campus.

**Vendor:** If the vendor is known, i.e. sole source, existing IDIQ contract, or incremental funding on an awarded contract, list name of the vendor. If this is a new requirement that will be competed, leave this column blank.

**Estimated Labor Cost:** The total estimated labor cost of the hours anticipated for support must be included even though there could be more than one FTE in any of the type of support categories and that the estimated labor category costs can vary. This part of the budget will list the total estimated costs of each type of support anticipated. Detailed information can be provided in the Budget Narrative section.

**ODCs (Other Direct Costs):** Other direct costs related to the contract support labor cost should be listed here such as travel, material and supplies required to complete the support.

**Estimated Cost:** This is an autofill section that displays the sum Estimated Labor Cost and ODCs.

**SUBTOTAL—Contract Support Labor:** This section summarizes the estimated labor costs of all the types of support categories, the other direct costs (ODCs) and the total estimated cost for contractor support.

*Indirect:* Contract Support Labor is not subject to indirect cost recovery.

*In House:* All Contract Support Labor costs are outside of the 51% in house calculation.
D. CONTRACTS (Other than for Support Services): This section of the budget will detail contractual requirements for services other than support labor.

The Estimated Cost for each of the contract categories will be input. Details regarding the specific contract should be included in the Budget Narrative. Details should include at a minimum the vendor and the purpose of the requirement.

1. **Licenses:** Contracts for licenses for the use of software or other tangible products will be included here. Details should be included in the Budget Narrative.

2. **Subscriptions:** Contracts for subscriptions to newsletters, journals, etc. will be included here. Details should be included in the Budget Narrative.

3. **Lease or Rental of Equipment or Real Property/Utilities:**
   a) Contracts for the lease or rental of equipment will be included here. Details should be included in the Budget Narrative.
   b) Contracts for the lease or rental of property will be included here. Details should be included in the Budget Narrative.
   c) Contracts for utilities paid will be included in this section. Details should be included in the Budget Narrative.

**SUBTOTAL—Contracts (Other than Support Services):** This is an autofill field that displays the total estimated costs for Licenses, Subscriptions, Lease of Rental Equipment or Real Property and Utilities.

*Indirect:* Contracts (Other than Support Services) costs are not subject to indirect.

*In House:* For Contracts (Other than Support Services), only Licenses and Subscriptions are included in the 51% in house calculation.

E. TUITION AND FELLOWSHIPS: This section will include those payments for either tuition or a fellowship that were budgeted for students and/or post-docs directly supporting the sponsored program or activity.

1. **Tuition (NPS):** NPS tuition for graduate students directly supporting the sponsored program or activity will be listed here. It is understood that graduate students may support more than one sponsored activity of the PD. In such cases, the tuition would be pro-rated among the projects supported according to the level of effort by the student for each. Details on student/degree program should be included in the Budget Narrative.

2. **Tuition (Non-NPS Degree):** Tuition for graduate students directly supporting the sponsored project, which is paid to an institution other than NPS, will be listed here. It is understood that graduate students may support more than one sponsored activity of the PI. In such cases, the tuition should be pro-rated among the projects supported according to the level of effort for each. The student and the institution where tuition will be paid should be detailed in the Budget Narrative.
SUBTOTAL—Tuition and Fellowships: This is an autofill field that displays the total the tuition (NPS and Non-NPS).

Indirect: Tuition and Fellowships are not subject to indirect cost recovery.

In House: For Tuition and Fellowship costs, only NPS tuition costs included in the 51% in house calculation.

F. MISCELLANEOUS: This section includes direct costs associated with a sponsored program activity that cannot be easily included in any of the other budget categories of the proposed budget.

1. Transfers to Other Federal Agencies: This section will include the amount budgeted for all transfers to other federal agencies. Transfers to Other Federal Agencies are not subject to indirect cost recovery.

Transfers to other agencies can include but not be limited to:

- Transfers to other DoN/DoD agencies to provide for the labor costs of an employee of the DoN/DoD agency that is providing direct support to the NPS sponsored program or activity. NPS can provide the costs of the support through a transfer of funds via a NAVCOMPT Form 2275, Request for Work or Services. A transfer to non-DoN, DoD agency, would be accomplished via a DD Form 448, Military Interdepartmental Procurement Request. Certain FFRDC (Federally Funded Research and Development Centers) have the authority to accept fund transfers via a MIPR. Details on the purpose of the transfer and the name of the receiving agency should be included in the Budget Narrative.

- Transfers to other DoN/DoD agencies to “piggy-back” on an awarded contract of the agency receiving the transfer. This can only be accomplished if the receiving agency confirms that the NPS requirement is within scope of their awarded contract and if the agency has the authority and capacity to accept task orders from outside of their own agency. A fee is often associated with this type of a transaction. Details on the NPS requirement, name of agency, and contract number should be included in the Budget Narrative.

- Transfers to Other Federal Agencies can include the cost of the use of facilities at the other agency. Details on the purpose of the transfer and agency should be included in the Budget Narrative.

2. Intergovernmental Personnel Act (IPA) Reimbursement: When the job description and/or tasks of a detailee under an approved Intergovernmental Personnel Act Agreement directly support a sponsored project, the cost of reimbursement of the detailees’ salary and benefits can be included in the proposal budget. The amount included must be commensurate to the level of effort of the detailee on the project being proposed. The name and home organization of detailee should be included in the Budget Narrative. IPA reimbursements are not subject to indirect cost recovery.

3. Honoraria: List the sum of honoraria to be paid in support of the proposed program or activity. Include details in the Budget Narrative, i.e.
number of honoraria anticipated and purpose. Honoraria are not subject to indirect cost recovery.

4. **Registration Fees:** Registration fees for NPS employees or students for conferences, symposia, workshops, training, etc. should be included in this section.

5. **Stipends:** Stipends are salaries or allowances to students or participants working on reimbursable projects (these are RARE).

**SUBTOTAL—Miscellaneous:** This is an autofill field that displays the total for Transfers to Other Federal Agencies, Intergovernmental Personnel Act Reimbursement, Honoraria and Registration estimated costs.

*Indirect: Miscellaneous budget items are not subject to indirect cost recovery.*

*In House: For Miscellaneous costs, only Registration Fees for NPS employees or students are included in the 51% in house calculation.*

G. **TOTAL OTHER DIRECT COSTS:** This is an autofill field that displays the total of all budget category sub totals included in Section II.

III. **INDIRECT:** Indirect for FY18 is 24.66%. This rate is applied to all the budgeted total Faculty/Support Labor costs (Section I) and total Travel costs (Section II). Indirect costs applicable to the proposed budget will be displayed.

IV. **BUDGET SUMMARY:** This section autofills and displays the totals for each budget category in the proposal budget the TOTAL PROPOSAL COST.

V. **BUDGET NARRATIVE:** This section is reserved to provide additional explanation for the costs outlined in the proposal budget. Narrative should be keyed to the appropriate section of the proposal budget.