

## Instructions for Completing Budget Template

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### General

1. If you have any questions concerning this workbook, please consult your ISS NL Customer Relationship
2. If you are **NOT** requesting ISS NL funding, **ONLY** use the "OTHER FUNDING" budget tab AND you are only
2. Cells shaded in "GREY" are calculated (linked) to other cells contained in spreadsheets. Do not enter data
3. Cells shaded in "LIGHT BLUE" may be entered directly. They represent a shortcut provided as an alternative to
4. Some Cells have cell notes. Please read the cell notes for additional guidance on how to enter data into the
5. Note the Glossary Tab containing definitions and links to reference documents, if needed.

### BUDGET SUMMARY Worksheet

1. At the top of the Summary Worksheet in the corresponding cells, enter the project name, principal investigator or lead project manager, name of the organization with which ISS NL will sign an agreement, and anticipated start and end dates for that agreement. The project name entered on this worksheet will be
2. When the workbook is complete, the "total all sources" amount must be equal to the "total project budget"

### ISS NL FUNDING Worksheet

**(USE THIS WORKSHEET ONLY IF YOU ARE REQUESTING FUNDING OR IN-KIND CONTRIBUTIONS FROM ISS NL)**  
**(Apply the instructions below only to those budget items (ITEM #s) for which you are requesting ISS NL**

1. Take notice of specific instructions flagged as comments (red flag in upper right corner of the cell) on each
2. For the first quarter's costs, assume a start date no earlier than 3 months after proposal submission.
3. Enter quarterly estimates for each category of costs for which you are requesting ISS NL funding. Only enter the amounts you expect ISS NL funding to cover. If there are additional project costs in this category, enter the
4. If desired, add additional rows for personnel, equipment, and/or, subcontractors to provide separate detail on each person, equipment item, or subcontract. If adding additional rows, keep the rows associated with each
5. Assign costs to the most appropriate item or use the "other direct cost" item. Clearly describe all costs
6. All cost elements e.g., Salaries, Equipment, Supplies/Materials, Contract Services (Subcontracts) & Implementation Partners, Other Direct Costs (ODC) and Indirect Costs must include a basis of estimate
7. ISS NL Funding cannot be used for international travel without prior approval from NASA. Recommend
8. Provide the estimated cost of any implementation partner (IP) support on line item 6 separate from other
9. IP Support can include hardware and software development and/or consulting support needed to complete NASA documentation and test requirements and successfully interface your project with the ISS.
10. The ISS NL operations team and your customer relationship manager will assist in identifying an appropriate

11. Specific guidance for cost justification for each element of cost follows. Justification is only required for the  
*Item #1 Salaries & Fringe*

Identify the Principal Investigator (PI) and other employees e.g., Co-PI, Technician, etc., supported in the proposed budget by name and/or title. Provide the annual salary with fringe benefits, amount of effort (% effort or portion of year) to be expended by each person, and the portion of the project objectives that the individual will be responsible for. Identify the fringe benefit rate (%) applied to each employee's salary. If there are rate

#### *Item #2. Travel Expenses*

ISS National Lab sponsors travel on a case by case basis in advance of each trip. Each trip must be separately approved. Your contract with the ISS National Lab will include instructions regarding approval and payment for travel performed under the agreement. This travel estimate is advisory only and will be used to aggregate travel

#### *Item #3. Equipment >\$5K*

Identify all equipment required specifically for the project with a unit cost of \$5,000 or greater & life expectancy of 1 yr or longer. List the item and the estimated unit cost for each item to be purchased. State why the equipment is needed (i.e. how it will help achieve the objectives of the project). Specify the basis for the cost estimates (i.e. Cost estimates are based on vendor quotes or catalog prices, or on past experience of purchases)

*Item #4. Supplies & Materials*

Estimate the total cost of supplies, materials and equipment with less than a \$5,000 unit cost, and enter the

*Item #5a. Consultants and Contract Services (Subcontracts)*

Provide the name, compensation rate, and number of hours or days of service required. Consultant documentation should include a signed letter from the consultant confirming his/her agreement to perform the labor proposed in the budget, at the compensation rate listed, and should provide verification that this rate is consistent with, or more favorable than, recent billings for similar work. For Contract services or subcontractors, describe the products and/or services to be provided. Provide a brief justification for the use of the Subcontractor(s) selected. Attach a budget and budget explanation information prepared by the subcontractor.

*Item #5b. Implementation Partner*

Identify any Implementation partner services and hardware development/integration support (if appropriate). Include the estimated cost to design, develop, integrate and test the interfaces for any hardware necessary to specifically operate on-board the ISS. Provide the name of the company(s) anticipated to perform this work, if known. Describe any interchange that you have had with Implementation partner in the Budget Narrative

*Item #6. Other Direct Costs (ODCs)*

Identify any Other Direct Costs required for the project. This may include rental or leasing of equipment, facility alterations and Renovations, Consortiums, Publications, etc. Justify the need and explain how the costs are

*Item #7. Indirect Costs (F&A, OH, G&A)*

Identify the Facility and Administration (F&A), Overhead (OH), and General & Administrative rate (%) that the proposer is applying to the direct cost base in each year. Separately identify the rate(s) and provide the

12. Payment Schedule (Sources of Funds):

*Item #9. ISS NL Funding*

ISS NL Grants are cost reimbursable. After the initial payment at award, subsequent payments will be based on incurred costs up to the agreed grant ceiling. Anticipated payments should be scheduled based on completion of proposed milestones and/or planned cash outlays for equipment, supplies, and/or subcontracts. This is only an estimate, but this information will be used to develop the payment schedule/spend plan for the ISS NL

*Item #12. In-Kind Contributions*

If known, Include the value of any facilities, hardware, or support being request from ISS NL that ISS NL has purchased in advance. This would include support hardware or ISS commercial facility access that ISS NL has

**OTHER FUNDING Worksheet**

**(COMPLETE THIS WORKSHEET TAB FOR ALL PROPOSAL SUBMISSIONS)**

**(Required fields are highlighted in LIGHT BLUE.)**

1. Take notice of specific instructions flagged as comments (red flag in upper right corner of the cell) on each
2. Budget Cells shaded LIGHT BLUE must contain a numeral. These cells will be calculated automatically if quarterly budget information is provided. Alternatively, annual amounts may be entered directly into these
3. *Item #8. Internal Funding: This field will be populated automatically, but it should be changed to in the event funding will be provided by sources other than the PI's organization. This number is the total direct and indirect costs that Proposer is contributing to the project from all sources other than ISS NL. This may include the value of real property, equipment, supplies, services, and other expendable property. Only an annual figure is required. The Proposer may also include the unrecovered indirect costs (F&A, OH, G&A) which represents the*

5. *Items #10, 11, and 12:* Figures in these categories represent either external funding or non-monetary value available to the project. For any external funding, identify whether the funds are Secured, Requested (e.g. grant proposal submitted), planned, etc. For each applicable category, indicate probability of receiving any unsecured

**Project Title**  
Organization Name  
Principal Investigator Name  
Anticipated Start and End Date

**Total Project Budget**

Item	Description	YR 1	YR 2	YR 3	TOTAL
1	Salaries & Fringe	\$ -	\$ -	\$ -	\$ -
2	Travel Expenses	\$ -	\$ -	\$ -	\$ -
3	Equipment (>\$5K)	\$ -	\$ -	\$ -	\$ -
4	Supplies/Material	\$ -	\$ -	\$ -	\$ -
5a	Subcontracts	\$ -	\$ -	\$ -	\$ -
5b	Implementation Partner	\$ -	\$ -	\$ -	\$ -
6	Other Direct Costs	\$ -	\$ -	\$ -	\$ -
7	Indirect Costs (F&A, OH, G&A)	\$ -	\$ -	\$ -	\$ -
8	Management Reserve	\$ -	\$ -	\$ -	\$ -
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -

**Project Budget Requested to be Funded by ISS National Lab**

Item	Description	YR 1	YR 2	YR 3	TOTAL	PERCENT OF TOTAL BUDGET
1	Salaries & Fringe	\$ -	\$ -	\$ -	\$ -	0%
3	Equipment (>\$5K)	\$ -	\$ -	\$ -	\$ -	0%
4	Supplies/Material	\$ -	\$ -	\$ -	\$ -	0%
5a	Subcontracts	\$ -	\$ -	\$ -	\$ -	0%
5b	Implementation Partner	\$ -	\$ -	\$ -	\$ -	0%
6	Other Direct Costs	\$ -	\$ -	\$ -	\$ -	0%
7	Indirect Rate and Cost	\$ -	\$ -	\$ -	\$ -	0%
8	Management Reserve	\$ -	\$ -	\$ -	\$ -	0%
	<b>Contract Total</b>	\$ -	\$ -	\$ -	\$ -	0%
2	Travel Expenses	\$ -	\$ -	\$ -	\$ -	0%
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	0%

**Project Budget to be Provided by Other than ISS National Lab**

Item	Description	YR 1	YR 2	YR 3	TOTAL	PERCENT OF TOTAL BUDGET
1	Salaries & Fringe	\$ -	\$ -	\$ -	\$ -	0%
2	Travel Expenses	\$ -	\$ -	\$ -	\$ -	0%
3	Equipment (>\$5K)	\$ -	\$ -	\$ -	\$ -	0%
4	Supplies/Material	\$ -	\$ -	\$ -	\$ -	0%
5a	Subcontracts	\$ -	\$ -	\$ -	\$ -	0%
5b	Implementation Partner	\$ -	\$ -	\$ -	\$ -	0%
6	Other Direct Costs	\$ -	\$ -	\$ -	\$ -	0%
7	Indirect Costs (F&A, OH, G&A)	\$ -	\$ -	\$ -	\$ -	0%
8	Management Reserve	\$ -	\$ -	\$ -	\$ -	0%
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	0%

**Sources of Funds**

Item	Source	Description	YR 1	YR 2	YR 3	TOTAL	PERCENT OF TOTAL FUNDING
8	Internal Funding	Funds from PI's Organization	\$ -	\$ -	\$ -	\$ -	0%
9	ISS NL Funding	Funds requested from ISS NL	\$ -	\$ -	\$ -	\$ -	0%
10	NASA Grants	Competitive NASA Research Grants	\$ -	\$ -	\$ -	\$ -	0%
11	Other Funding	Identify Sources and Amounts in Notes	\$ -	\$ -	\$ -	\$ -	0%
12	In-Kind Contributions	Non-Monetary Project Support/Value	\$ -	\$ -	\$ -	\$ -	0%
13	ISS NL Travel Request	Anticipated Funding to Be Requested	\$ -	\$ -	\$ -	\$ -	0%
	<b>Total All Sources</b>		\$ -	\$ -	\$ -	\$ -	0%

**Summary Notes:**



Project Title  
BUDGET FOR ISS NL REQUESTED FUNDS (Use this Worksheet ONLY if you are requesting funding or in kind contributions from ISS NL)

		YEAR 1					YEAR 2					YEAR 3				
Item	CATEGORY	Q1	Q2	Q3	Q4	Y1 TOTAL	Q1	Q2	Q3	Q4	Y2 TOTAL	Q1	Q2	Q3	Q4	Y3 TOTAL
1	Salaries & Fringe					\$ -					\$ -					\$ -
3	Equipment (>\$5K)					\$ -					\$ -					\$ -
4	Supplies/Material					\$ -					\$ -					\$ -
5a	Subcontracts					\$ -					\$ -					\$ -
5b	Implementation Partner					\$ -					\$ -					\$ -
6	Other Direct Costs					\$ -					\$ -					\$ -
7	Indirect Costs (F&A, OH, G&A)					\$ -					\$ -					\$ -
8	Management Reserve					\$ -					\$ -					\$ -
	Quarterly Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Contract Payment Estimates

9	ISS NL Funding					\$ -					\$ -					\$ -
12	In-Kind Contributions fm ISS NL					\$ -					\$ -					\$ -

Travel Estimate Calculator

Airfare					\$ -					\$ -					\$ -		
Per Diem					\$ -					\$ -					\$ -		
Lodging					\$ -					\$ -					\$ -		
Other					\$ -					\$ -					\$ -		
Total Per Person	0.00	0.00	0.00	0.00	\$ -	0.00	0.00	0.00	0.00	\$ -	0.00	0.00	0.00	0.00	\$ -		
Number of Travelers																	
Total Estimated Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Requested from ISS NL					\$ -						\$ -						\$ -

ISS NL Budget Notes (Salaries & Fringe):

ISS NL Budget Notes (Equipment):

ISS NL Budget Notes (Supplies/Material):

ISS NL Budget Notes (Subcontracts):

ISS NL Budget Notes (Implementation Support):

ISS NL Budget Notes (Other Direct Costs):

ISS NL Budget Notes (Indirect Costs):

ISS NL Notes (Payment Schedule):

Project Title  
REMAINING PROJECT BUDGET (Do NOT include costs on this sheet for which you expect ISS NL funding or inkind support)

		YEAR 1					YEAR 2					YEAR 3				
Item	CATEGORY	Q1	Q2	Q3	Q4	Y1 TOTAL	Q1	Q2	Q3	Q4	Y2 TOTAL	Q1	Q2	Q3	Q4	Y3 TOTAL
1	Salaries & Fringe					\$ -					\$ -					\$ -
2	Travel Expenses					\$ -					\$ -					\$ -
3	Equipment (>\$5K)					\$ -					\$ -					\$ -
4	Supplies/Material					\$ -					\$ -					\$ -
5a	Subcontracts					\$ -					\$ -					\$ -
5b	Implementation Partner					\$ -					\$ -					\$ -
6	Other Direct Costs					\$ -					\$ -					\$ -
7	Indirect Costs (F&A, OH, G&A)					\$ -					\$ -					\$ -
8	Management Reserve					\$ -					\$ -					\$ -
	Quarterly Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Payment Schedule (Sources of Funds)

8	Internal Funding					\$ -					\$ -					\$ -
10	NASA Competitive Grants					\$ -					\$ -					\$ -
11	Other Sources					\$ -					\$ -					\$ -
12	In-Kind Contributions (non-ISS NL)					\$ -					\$ -					\$ -
						\$ -					\$ -					\$ -

Notes:



# GLOSSARY

The proposing organization shall comply with the requirements as set forth in OMB Circular A-110, as adopted by NASA as Subpart B of Part 1260 of Title 14 of the Code of Federal Regulations, to the extent that the proposer is an institution of higher education, hospital, or other non-profit organization to which the Circular is applicable. Otherwise, the proposer shall comply with the cost principles set forth in FAR Part 31.2. All direct and indirect costs must be allowable, allocable, and reasonable.

## Federal (Useful Links)

- [Code of Federal Regulations \(CFR\)](#)
- [Federal Acquisition Regulation \(FAR\)](#)
- [Federal Register](#)
- [OMB Circular A-21](#)
- [OMB Circular A-110](#)
- [OMB Uniform Guidance](#)
- [U.S. Code](#)
- [NASA Handbook](#)
- [Small Business Administration](#)

Term	Description
Allocable	Allocable costs are those that provide direct benefits to the project and can be specifically identified to a project or activity with a high degree of accuracy. A cost is allocable to a sponsored agreement if it advances the work sponsored under the agreement; if it benefits the sponsored agreement in proportion to the charge; and if it is necessary to the overall operation.
Allowable	Allowable costs are directly related to the sponsored agreement, must benefit the sponsored agreement in the proportion to the amount charged, and must conform to the policies and procedures of the institution. The cost must be necessary for the performance of the project. A particular cost may be allowable on one project, where it is needed for performance, but be unallowable on another project where no similar performance requirement exists.
Export Control Laws	Export control laws are federal regulations that control the conditions under which certain information, technologies, and commodities can be transmitted overseas to anyone, including U.S. citizens, or to a foreign national on U.S. soil. The laws are implemented by both the Department of Commerce through its Export Administration Regulations (EAR) and the Department of State through its International Traffic in Arms Regulations (ITAR).
ISS NL Provided Equipment or Services	means Services or equipment provided to Sub-recipient (Proposer) for the performance of work under its grant. Note: Generally, equipment provided by ISS NL are government assets e.g., facilities, equipment, etc., received from NASA which, in turn, ISS NL provides to proposer. Title to Government furnished equipment will remain with the Government (NASA).
Commercial firm	Means any corporation, trust or other organization which is organized primarily for profit.
Cost Share & In-Kind	Cost Share or In-Kind commitments can be met using direct or indirect costs that are allowable, allocable, reasonable, and consistently accounted for by the Proposing organization. These can be in the form of real property, equipment, supplies, services, and other expendable property.
Direct Costs	Direct costs are costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Direct costs may consist of employee labor, travel, equipment, supplies & materials, consultants & contract services, other direct costs e.g., rentals, etc.
Effective date	Means the date work can begin, which could be earlier or later than the date of signature on a basic award or modification. Expenditures made prior to award of a grant are incurred at the Proposer's risk.
Expiration date	Means the date of completion specified in the grant, after which expenditures may not be charged against the grant except to satisfy obligations to pay allowable costs committed on or before that date.

Fringe Benefits	The fringe benefit rate is expressed as a percentage of salary and the dollar amount is calculated by applying standard fringe benefit rates to each employee's salary charged to the project. The Fringe Benefit Rate is generally comprised of the following cost categories: (1) Health insurance; (2) Life Insurance, Long Term Disability, and Retirement; (3) FICA a.k.a. Social Security); and (4) Workers' Compensation, Unemployment Compensation, Severance/terminal Leave Pay, Short-term Disability and Associated Benefits and Administrative Costs. Identify the fringe benefit rate applied to each employee by year.
Facility & Administrative (F&A)	for common or joint objectives and which therefore cannot be identified readily and specifically Facilities and Administrative (F&A, overhead or indirect) costs are those costs incurred with a particular sponsored project, instructional activity, or other institutional activity.
General & Administrative (G&A)	A general and administrative expense (G&A) refers to expenditures related to the day-to-day operations of a business. General and administrative expenses pertain to operation expenses rather than to expenses that can be directly related to the production of any goods or services, including rent, utilities, insurance and managerial salaries. In the company's income statement, these expenses generally appear under operating expenses.
Implementation Partners	<p>A supporting subcontractor selected from a list of approved companies with knowledge and experience in developing, testing, and integrating ISS payloads and supporting hardware and software. The PI's organization can perform their own ISS implementation if they have the requisite knowledge and experience. However, most ISS NL projects require support from an external source. During the drafting phase of proposal development, your ISS NL Customer Relationship Manager will introduce you an ISS NL operations team member who will gather information about your operations concept and in turn introduce you to several implementation partners for your choosing. This process also includes the development of an implementation cost estimate for inclusion in your proposal.</p> <p>The ISS is supported by an ever-growing network of individuals and organizations that actively and passionately share in the mission of promoting and sustaining space-based research. Click on link below to find organizations that may be ideal to support and facilitate your research project, including translating your science from the bench to a space-based platform.</p> <p><a href="http://SpaceStationResearch.com">SpaceStationResearch.com</a></p>
Indirect Costs	In general terms, an indirect cost rate is the percentage of an organization's indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs. Indirect costs may include Financial & Administrative (F&A), Overhead (OH) and General and Administrative (G&A).
Non-Profit Organization	Means an organization that qualifies for the exemption from taxation under section 501 of the Internal Revenue Code of 1954, as amended, 26 U.S.C. 501.
Overhead (OH)	The overhead rate is the total of indirect costs (known as overhead) for a specific reporting period, divided by an allocation measure. The cost of overhead can be comprised of either actual costs or budgeted costs. There are a wide range of possible allocation measures, such as direct labor hours, machine time, and square footage used.
Proposer (Sub-recipient) Acquired Equipment	means equipment purchased or fabricated with grant funds by a Sub-recipient (Proposer) for the performance of work under its grant.
Reasonable Costs	Reasonable costs reflect the actions a prudent person would take under the circumstances prevailing at the time the decision was made to incur the costs. Reasonable costs are those that are generally recognized as necessary for the operation of the project.