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Grant Proposal Quick Reference

Clemson University (CU):	Applicant Entity: Clemson University
Authorized Organizational Representative: Dr. Christian E.G. Przirembel, Vice President for Research and Economic Development	
Address: Office of Sponsored Programs 300 Brackett Hall, Box 345702 Clemson, SC 29634-5702	Phone: (864) 656-2424 Fax: (864) 656-0881 Email: osp-L@clemson.edu
DUNS Number: 04-262-9816	EIN/ Tax ID Number: 57-6000254

Clemson University Research Foundation (CURF):	Applicant Entity: CURF
Authorized Organizational Representative: Dr. Joseph Kolis, Executive Director	
To be used as the applicant entity only when the sponsor requires a 501(c)3 designation. All grant proposal processing is still conducted through your GSS grants coordinator.	
Address: P.O. Box 946 Clemson, SC 29633-0946	Phone: (864) 656-4237 Fax: (864) 656-0474 Email: osp-L@clemson.edu
DUNS Number: 15-995-2407	EIN/Tax ID Number: 57-0750000

Federally Negotiated Facilities & Administrative (F&A) Rates:

Facilities & Administrative Costs (F&A) *must* be calculated and included in all grant proposal budgets unless a) an official F&A waiver has been obtained or b) the sponsor does not allow F&A. F&A is calculated using the Modified Total Direct Costs (MTDC). MTDC is calculated by subtracting Equipment, Tuition Remission (GAD) and Subcontract costs in excess of \$25,000 from the Total Direct Costs. All F&A rates are applied to MTDC unless the F&A recovery is limited by sponsor policy. If the sponsor limits F&A recovery to a certain percentage, then the appropriate F&A rate is applied to the Total Direct Costs (TDC).

	FY2009
On-Campus Organized Research	48% MTDC
On-Campus Instruction (Classes for college credit ONLY)	45% MTDC
On-Campus Other Sponsored Activity (Public Service)	34% MTDC
All Off-Campus Activities	26% MTDC

A project occurs On-Campus if at least 50% of the work takes place on property owned by the University (this includes the REC stations). A project is considered Off-Campus if at least 50% of the work takes place on property that is not owned by the University (this includes most County Extension Offices).

Federally Negotiated Fringe Benefits Rates:

These fringe rates must be used for all grant proposals where salary is present.

	FY2009
9-Month Faculty:	27.9%
12-Month Faculty and Staff:	32.8%
Students (Undergrad and Grad):	6.2%
Part Time/Temporary:	20.8%

Graduate Assistant Differential:

The GAD must be accounted for on all proposals involving graduate student assistants. Your grants coordinator can help you determine the dollar amount for your GAD. However, to do this, GSS needs the following information about your graduate student and his/her planned activity:

*Student's Name (unless this will be a new student)	*Program of Study
*Is the student a Masters or PhD student?	*How long will he/she be working on the grant project?

Budget Categories:

Salary & Wages: This category is used to pay University employees, including Classified, Unclassified, Temporary, Part and Full Time, and student workers. This category *may not* be used for consultants or non-University employees.

Fringe Benefits: This category is used to account for fringe benefits given to University employees including Workers' Compensation, insurance, unemployment, etc. If there are dollars budgeted in the Salaries category, there *must* be commensurate dollars budgeted in the Fringe Benefits category. Please see Fringe Benefits Rates, above.

Travel: This category is used to pay for travel for University employees *only*, to include mileage, registrations, lodging, per diem, and transportation costs. This category *may not* be used for consultant travel or for non-University employees' travel. (NOTE: Occasionally a sponsor will specify that all travel charges must appear in the Travel category on the proposal budget. In this case, the CU internal budget would differ slightly from the proposal budget, and the above rule would apply to the internal budget.)

Supplies: This category is used to pay for supplies necessary for the grant project.

Example: Field supplies, dedicated laptop computers, chemical reagents, training materials, etc. NOTE: Some types of supplies are generally *unallowable* on grant budgets. These include office supplies and unallocable supplies such as non-dedicated, general use computers and printers, etc.

Equipment: This category is used to pay for equipment necessary for the grant project. Equipment is defined as any single tangible item costing \$5,000 or more with a useful life greater than one year. Equipment must be adequately documented by a quote.

Example: Purchased vehicles, mass spectrometers, etc. If an item that you wish to purchase for your project costs less than \$5,000 per item and/or has a useful life less than one year, it must be accounted for in the Supplies category.

Other: This category is used to pay for services, consultants, rental charges, etc. The Graduate Assistant Differential (GAD) is also budgeted in this category. (NOTE: If your proposal includes a consultant, adequate documentation in the form of a signed letter or quote must be present if the consultant individual or organization is named in the proposal.)

Example: Professional printing charges, postage, long distance telephone charges, facility rental, etc.

Subawards: This category is used to pay for subcontracts to your project. If another University or organization is doing part of the project work for you, their entire project budget belongs in this category. All subawards must be documented with a scope of work and budget, and must include an authorized signature. Documentation must be obtained before proposal submission. (For more information about subcontracts and the difference between a subcontract and a consultant, please contact your GSS grants coordinator).

Proposal Components and Documentation:

Each proposal processed by GSS must contain the following elements:

- + Proposal Processing Form
- + Scope of Work/ Proposal Narrative
- + Budget & Budget Narrative

Appropriate documentation for each grant proposal includes:

- + Letters of support and/or agreement to collaborate, assist, contribute, or otherwise participate in the project from each organization or individual named in the proposal
- + Price Quotes for equipment listed in the budget
- + Subcontract proposals including scope of work, budget/narrative, and authorized signature
- + Letters from each consultant named outlining total dollars received and scope of work.