# Instructions for the 104b Budget Spreadsheets

## General Information

There are fifteen project worksheets as well as worksheets for program administration, information transfer, and education and outreach programs. While the project worksheets request additional summary data, the worksheets are substantially similar, and the financial information requested on each worksheet is identical.

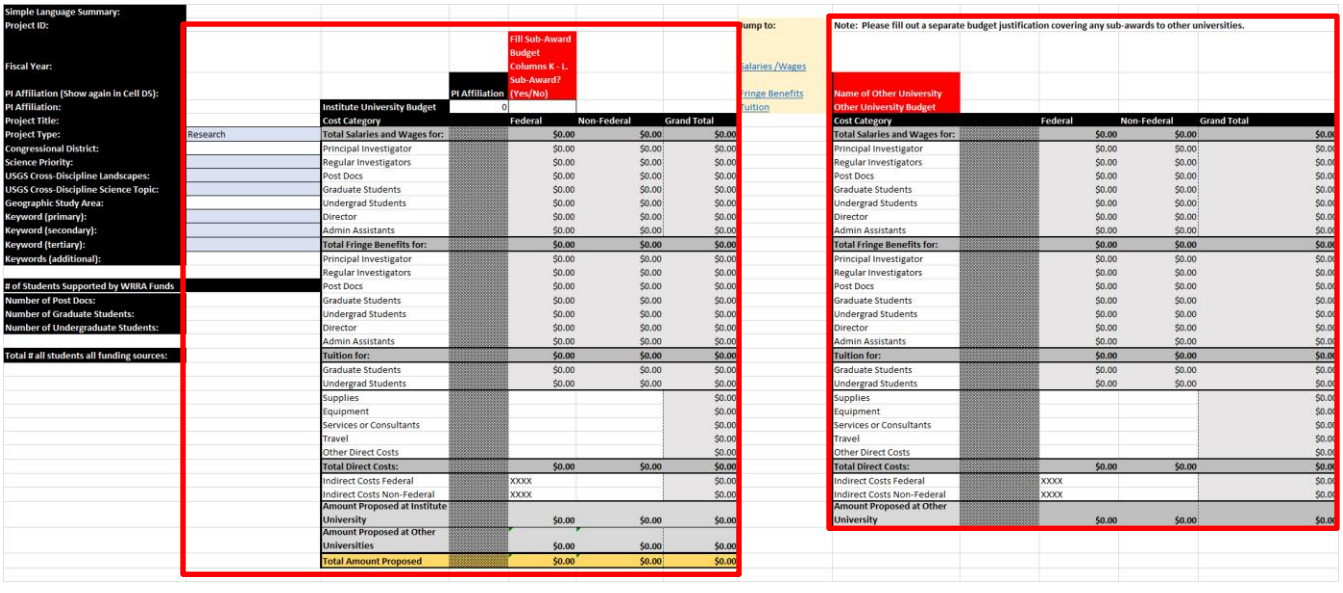
The *Information Transfer* worksheet should include information transfer activities that are perpetual, such as websites, recurring publications, seminar series, newsletters, etc. The *Education and Outreach* worksheet is intended to capture one-time events such as presentations, conferences, etc. You may leave either of these worksheets blank if they are not applicable to your program.

To avoid errors in the final budget workbook, review the following cautions:

- Please do not edit the *Budget Summary* and *Project Summary* worksheets. These sheets are automatically populated from the project-specific worksheets.
- Please do not directly edit, paste into, or otherwise modify any of the cells that have a grey or orange background color. These cells are automatically populated, and altering them may lead to incorrect calculations.
- **Please do not rename any of the worksheets**, as this may cause errors on the summary worksheets.
- You may leave any unneeded worksheets blank; **please do not delete any worksheets**.

## Notice Regarding Project Narratives

When you prepare your project narratives, please include a copy of the *Institute University Budget* table Columns B – G, for **each project** in the narrative (highlighted in the figure below). You can copy and paste the tables into the narrative, or you can simply include screen shots of the tables. Please include screen shots of any sub-awards to other Universities (Columns I – M) as well when applicable. **Please also include your completed budget spreadsheets in your submittal package.**



| | | | | | | |
|---|---|---|---|---|---|---|
| Simple Language Summary: | | | | | | |
| Project ID: | | | | | | |
| Fiscal Year: | | | | | | |
| PI Affiliation (Show again in Cell D5): | | | PI Affiliation | Fill Sub-Award Budget Columns K - L Sub-Award? (Yes/No) | | |
| PI Affiliation: | | | 0 | | | |
| Project Title: | | Institute University Budget | | | | |
| Project Type: | Research | Cost Category | | Federal | Non-Federal | Grand Total |
| Congressional District: | | Total Salaries and Wages for: | | $0.00 | $0.00 | $0.00 |
| Science Priority: | | Principal Investigator | | $0.00 | $0.00 | $0.00 |
| USGS Cross-Discipline Landscapes: | | Regular Investigators | | $0.00 | $0.00 | $0.00 |
| USGS Cross-Discipline Science Topic: | | Post Docs | | $0.00 | $0.00 | $0.00 |
| Geographic Study Area: | | Graduate Students | | $0.00 | $0.00 | $0.00 |
| Keyword (primary): | | Undergrad Students | | $0.00 | $0.00 | $0.00 |
| Keyword (secondary): | | Director | | $0.00 | $0.00 | $0.00 |
| Keyword (tertiary): | | Admin Assistants | | $0.00 | $0.00 | $0.00 |
| Keywords (additional): | | Total Fringe Benefits for: | | $0.00 | $0.00 | $0.00 |
| | | Principal Investigator | | $0.00 | $0.00 | $0.00 |
| # of Students Supported by WRRA Funds | | Regular Investigators | | $0.00 | $0.00 | $0.00 |
| Number of Post Docs: | | Post Docs | | $0.00 | $0.00 | $0.00 |
| Number of Graduate Students: | | Graduate Students | | $0.00 | $0.00 | $0.00 |
| Number of Undergraduate Students: | | Undergrad Students | | $0.00 | $0.00 | $0.00 |
| | | Director | | $0.00 | $0.00 | $0.00 |
| Total # all students all funding sources: | | Admin Assistants | | $0.00 | $0.00 | $0.00 |
| | | Tuition for: | | $0.00 | $0.00 | $0.00 |
| | | Graduate Students | | $0.00 | $0.00 | $0.00 |
| | | Undergrad Students | | $0.00 | $0.00 | $0.00 |
| | | Supplies | | | | $0.00 |
| | | Equipment | | | | $0.00 |
| | | Services or Consultants | | | | $0.00 |
| | | Travel | | | | $0.00 |
| | | Other Direct Costs | | | | $0.00 |
| | | Total Direct Costs: | | $0.00 | $0.00 | $0.00 |
| | | Indirect Costs Federal | | XXXX | | $0.00 |
| | | Indirect Costs Non-Federal | | XXXX | | $0.00 |
| | | Amount Proposed at Institute University | | $0.00 | $0.00 | $0.00 |
| | | Amount Proposed at Other Universities | | $0.00 | $0.00 | $0.00 |
| | | Total Amount Proposed | | $0.00 | $0.00 | $0.00 |

Jump to:
Salaries /Wages
Fringe Benefits
Tuition

Note: Please fill out a separate budget justification covering any sub-awards to other universities.

| | | | | |
|---|---|---|---|---|
| Name of Other University | | | | |
| Other University Budget | | | | |
| Cost Category | | Federal | Non-Federal | Grand Total |
| Total Salaries and Wages for: | | $0.00 | $0.00 | $0.00 |
| Principal Investigator | | $0.00 | $0.00 | $0.00 |
| Regular Investigators | | $0.00 | $0.00 | $0.00 |
| Post Docs | | $0.00 | $0.00 | $0.00 |
| Graduate Students | | $0.00 | $0.00 | $0.00 |
| Undergrad Students | | $0.00 | $0.00 | $0.00 |
| Director | | $0.00 | $0.00 | $0.00 |
| Admin Assistants | | $0.00 | $0.00 | $0.00 |
| Total Fringe Benefits for: | | $0.00 | $0.00 | $0.00 |
| Principal Investigator | | $0.00 | $0.00 | $0.00 |
| Regular Investigators | | $0.00 | $0.00 | $0.00 |
| Post Docs | | $0.00 | $0.00 | $0.00 |
| Graduate Students | | $0.00 | $0.00 | $0.00 |
| Undergrad Students | | $0.00 | $0.00 | $0.00 |
| Director | | $0.00 | $0.00 | $0.00 |
| Admin Assistants | | $0.00 | $0.00 | $0.00 |
| Tuition for: | | $0.00 | $0.00 | $0.00 |
| Graduate Students | | $0.00 | $0.00 | $0.00 |
| Undergrad Students | | $0.00 | $0.00 | $0.00 |
| Supplies | | | | $0.00 |
| Equipment | | | | $0.00 |
| Services or Consultants | | | | $0.00 |
| Travel | | | | $0.00 |
| Other Direct Costs | | | | $0.00 |
| Total Direct Costs: | | $0.00 | $0.00 | $0.00 |
| Indirect Costs Federal | | XXXX | | $0.00 |
| Indirect Costs Non-Federal | | XXXX | | $0.00 |
| Amount Proposed at Other University | | $0.00 | $0.00 | $0.00 |

Screen Shot for Institute Project Budgets  Screen Shot for Sub-Awards

## Project Data Section (Columns A and B)

A new section has been added to the budget worksheets to collect data about each project (columns A and B). This information is similar to what was collected with the 2021 annual reports, and it is intended to simplify the annual reporting process going forward.

Note that the *Administration*, *Information Transfer*, and *Education and Outreach* worksheets have fewer fields than the project-specific worksheets, so not all of the following fields will apply to those worksheets.

For easier identification, fields with dropdown menus are shaded light blue.

- **Plain Language Summary (B1):** Enter a summary of the project that would be understandable to an individual without specific expertise in the research topic. Please limit the summary to approximately 150 words.
- **Project ID (B2):** If your institute doesn't have a scheme for generating project IDs, we suggest using the format SS_YYYY_Name, where SS is the state/territory abbreviation, YYYY is the fiscal year, and Name is the last name of the PI. You can append a number to the PI's last name if they have multiple projects (e.g. AK_2023_Smith or AK_2023_Jones1).
- **Fiscal Year (B3):** Enter the current fiscal year.
- **Principal Investigator (B4):** Enter the name of the principal investigator.
- **PI Affiliation (B5):** Enter the name of the University with which the PI is primarily affiliated. This should autocopy to cell **D5**.
- **Project Title (B6):** Enter the project's title.
- **Project Type (B7):** Select the project type from the dropdown menu. Note that this has been pre-populated, but you may change it if necessary.

- **Congressional District (B8):** Enter the congressional district of the university where the work will be performed, using the format SS-### (e.g. AK-001).
- **Science Priority (B9)**. Select the most relevant science priority from the dropdown menu.
- **USGS Cross-Discipline Landscapes (B10):** Select the most relevant cross-discipline landscape from the dropdown menu.
- **USGS Cross-Discipline Science Topic (B11):** Select the most relevant cross-discipline science topic from the dropdown menu.
- **Geographic Study Area (B12):** Enter the geographic study area.
- **Keywords (B13 to B16):** Select primary, secondary, and tertiary keywords from the dropdown menu. If additional keywords are needed, enter them as a comma-separated list in cell B16 *Keywords (Additional)*.
- **Sub-Awards Question (E5)**: "Sub-Award (Yes/No)" Type answer. If Yes, fill in sub-award information in columns K – L. See last bullet below.
- **Student Support Breakdown (B19-23 on Project sheets, B9-13 on Admin/Info Transfer/Education sheets):** Enter the number of post-doc, graduate, and undergraduate students who are supported by federal funds in cells B18 to B20. Do not count students who are supported only by matching funds. Enter the grand total of all students supported in cell B22, including any students that are supported entirely by matching funds.
- **Sub-Awards (K8 – L33)**: Enter Federal (K) and Non-Federal (L) amounts for each investigator plus Supplies, Equipment, Services/Consultants, Travel, and Other Direct Costs (Non-Federal ONLY).

## Budget Section

The budget section now contains two detail sections, one for the primary Institute (columns C to G) and one for sub awards to other universities (columns I to M). These are filled out identically.

As stated above, please do not edit any of the cells with grey or orange backgrounds. These are automatically populated based on data entered elsewhere on the worksheet, and modifying them may cause calculation errors.

- In the upper tables, enter financial data for *Supplies* (row 26), *Equipment* (row 27), *Services or Consultants* (row 28), *Travel* (row 29), *Other Direct Costs* (row 30), and *Indirect Costs* (rows 32 and 33).
- Either use the menu links at the top of the worksheet or scroll down to access the *Salary and Wage Breakdown*, *Fringe Benefits Breakdown* and *Tuition Breakdown* tables. For each table, provide names along with each person's role (click in the Role cell to select from a menu of roles), and then enter the Federal and Non-Federal funding amounts. Note that filling out these tables will automatically populate the corresponding section in the main table at the top of the sheet. **Please do not edit the Salaries and Wages, Fringe Benefits, or Tuition sections in the main table at the top of the sheet**.
- If a project has a sub-award to another University, please enter the name of the university in cell J4 as well as the financial information as described above.

## Separate Project Workbook

We have provided a separate Excel workbook with a single project sheet which can be distributed to PIs to fill out individually. These individual files can then be copied into the main budget workbook. If your Institute uses this method, please observe the following:

- When copying data from an individual project workbook into the master budget workbook, **only copy and paste the project data in column B and the budget information in cells without a colored background.** The cells with grey or orange backgrounds are automatically populated, and pasting information into them may result in calculation errors.
- **Please do not submit multiple individual project workbooks with your application package.** Project workbooks received from individual PIs should be copied to a project worksheet in the master budget workbook.

## Budget Justification

A budget justification form is included and must be completed. The information requested is the same as in previous years, but it is now provided in Microsoft Word format rather than the fillable pdf that was used previously.

Please note that both federal and matching funds need to be included in the budget justification.

If your application includes sub-awards to other universities, please submit a separate copy of the budget justification form covering each sub-award. Please include approved indirect rate agreements for all indirect costs (including indirect rate agreement for subaward university) if indirect costs included as match in subaward. Grant funds may NOT be used for collaboration with USGS or other federal employees.

We have included two example budget justifications for your reference. One provides examples of good practices, while the other demonstrates issues that would cause the budget to be rejected and thus delay processing (disallowed expenses, insufficient detail, etc.). Some examples of disallowed expenses are food/paper plates/utensils, souvenirs, prizes, etc. Please refer to these examples to ensure that your submission can be processed as quickly and efficiently as possible.

Provide vendor quotes for all equipment exceeding $5,000 in value. Specify all conference and meeting travel with regard to specific meeting title(s) and location(s).

## Notice Regarding Funding for Uncrewed Aircraft Systems (UAS)

There are restrictions on using grant funds for Uncrewed Aircraft Systems (UAS). If your request includes funding for UAS, please refer to the enclosed "Covered UAS Assessment Guide" (doi-covered-uas-assessment-guide-v3.0.pdf) for guidance in determining whether the UAS is covered. The Department of Interior will not approve funding for covered UAS, and including a covered UAS in your request may cause significant delays in processing the award.

Additionally, all UAS operated under DOI operational control, including cooperator aircraft, must have a current OAS-36U DOI UAS Data Card or letter of authorization issued by the Office of Aviation Services. Please review https://www.doi.gov/sites/doi.gov/files/opm-11.pdf for detailed information if you are submitting a proposal that includes UAS.