

# Highly Recommended Budget Template Attachment 4 – DARPA-BAA-16-24

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8 April 2016





# Sales Pitch – why you should still use this template even through it is not mandatory

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- Whether you choose to use this template or not, the TNT BAA asks you to provide all the information the template asks for:
- “The Government encourages proposers to complete an **editable MS excel budget template.**” (*DARPA-BAA-16-24, page 24*)
- (1) “**Total program cost broken down by major cost items** to include:
  - **direct labor, including individual labor categories or persons**, with associated labor hours and numbered direct labor rates
  - If consultants are to be used, proposer must provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate
  - **Indirect costs including Fringe Benefits, Overhead, General and Administrative Expense**, Cost of Money, etc. (Must show base amount and rate)
  - **Travel** – Number of trips, number of days per trip, departure and arrival destinations, number of people, etc.
  - **Other Direct Costs** – Should be itemized with costs or estimated costs. Backup documentation will be submitted to support proposed costs. An explanation of any estimating factors, including their derivation and application, must be provided. Please include a brief description of the proposers’ procurement method to be used;
- (2) major **program tasks by phase**; (3) an itemization of **major subcontracts and equipment purchases**, to include: a cost proposal as detailed as the Proposer’s cost proposal; (4) an itemization of any **information technology (IT) purchase**, as defined in FAR Part 2.101; (5) a summary of **projected funding requirements by month**; (6) the source, nature, and amount of any industry **cost-sharing** ... and (7) identification of pricing assumptions of which may require incorporation into the resulting award instrument (e.g., use of Government Furnished Property/Facilities/Information, access to Government Subject Matter Expert/s, etc.)” (*DARPA-BAA-16-24, page 24*)



# Key Excel Concepts & Tutorial Videos

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- We've made it easy for you to customize the template to reflect the structure of your particular project
- Key MS Excel Concepts
  - Linking data within tabs
  - Linking data across tabs
  - Absolute reference
    - <http://youtu.be/NmVMjQzseLA>
- Tutorial
  - Part I: Example Budget:
    - <http://youtu.be/Np-OHcLnfdA>
  - Part II: Editing and Customizing the Blank Budget Template:
    - <http://youtu.be/Obr7H8bYIG4>
- Contact the TNT BAA Inbox with any questions
  - [DARPA-BAA-16-24@darpa.mil](mailto:DARPA-BAA-16-24@darpa.mil)



# General Structure of Template

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- Cost Proposal Summary
- Summary by Phase
- Summary by Task

High-level Summary Tabs

- Phase I, II
- Travel
- Program-Admin Costs (ODCs)
- Subcontractor Budget
  - Subcontractor Travel and ODCs

Detailed data-entry tabs  
*linked together*

- Expenditures by Month
- Animal and Human Use
- Milestones and Deliverables

Other Essential Information

- Cell Color Legend
  - Grey Cells: Data Entry
  - White Cells: Formula
  - You can edit any cell (data or formula) as necessary to fit this template to the structure of your specific project
- Not your entire cost proposal
  - **DARPA-BAA-16-24 – pages 23-26**
  - Certified cost and pricing data
  - May still need to provide information to agent if selected for award



# Cost Proposal Summary Tab

	A	B	C	D
1	<b>Cost Proposal Summary</b>			
2				
3	<b>Title</b>	list title of proposal		
4	<b>TA</b>	indicate if this is a proposal for TA 1 or TA 2		
5	<b>Prime</b>	list prime institution		
6	<b>Prime PI</b>	list prime PI name and email address		
7	<b>Prime Co-PIs/Co-Is</b>	list prime Co-PIs and Co-Is		
8	<b>Subs</b>	list ALL subcontractor institutions		
9	<b>Sub PIs</b>	list subcontractor PIs		
10				
11	<b>Period of Performance - Phase I/Base</b>	insert period of performance (e.g., 24 months) for Phase I		
12	<b>Period of Performance - Phase II/Option 1</b>	insert period of performance (e.g., 24 months) for Phase II		
13	<b>Period of Performance - Total Project</b>	insert period of performance (e.g., 48 months) for total project		
14				
15	<b>Phase I/Base Total Cost</b>	\$ -		
16	<b>Phase II/Option 1 Total Cost</b>	\$ -		
17	<b>Total Project Cost</b>	\$ -		
18				
19	<b>Total Prime</b>	\$ -		
20	<b>Total Subcontractor</b>	\$ -		
21				
22	<b>Personnel + Benefits</b>	\$ -		
23	<b>Supplies</b>	\$ -		
24	<b>Equipment</b>	\$ -		
25	<b>Subcontractors</b>	\$ -		
26	<b>Patient/Animal Related</b>	\$ -		
27	<b>Sub-Total: Direct Costs</b>	\$ -		
28	<b>Modified Total Direct Costs</b>	\$ -		
29	<b>Sub-Total: Indirect Costs</b>	\$ -		
30				
31				

- Add requested information to rows 3-13
- Rows 15-29 contain formulas that link to data from the “Summary by Phase” and “Summary by Task” tabs
- Unless you make substantial edits to the template, you will probably not need to edit the formulas
  - If you add another cost item (e.g., animal studies) to the phase tabs, please link to it here



# Summary by Phase Tab

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Elizabeth Kilpatrick

120 fx

Organization Name							
PI Name		Cell Color Legend:	Data Entry		You can edit any cell (data or formula) as necessary to fit this template to the structure of your specific project.		
Summary by Phase		Formula					
TA/Task	Descriptive Text	Phase 1 Total Costs	Phase 2 Total Costs	All Phases Total Costs	%		
1	Short TA text identifier	\$ 6,878	\$ 8,640	\$ 15,519	27%		
2	Short TA text identifier	\$ 10,992	\$ 13,428	\$ 24,420	42%		
3	Short TA text identifier	\$ 8,758	\$ 5,258	\$ 14,015	24%		
	Travel and ODCs	\$ 2,123	\$ 2,123	\$ 4,247	7%		
Total:		\$ 28,751	\$ 29,449	\$ 58,200	100%		
Subtask	Descriptive Text	Phase 1 Total Costs	Phase 2 Total Costs	All Phases Total Costs	%		
1.1	Short task text identifier	\$ 2,421	\$ 3,202	\$ 5,623	10%		
1.2	Short task text identifier	\$ 757	\$ 832	\$ 1,590	3%		
1.3	Short task text identifier	\$ 442	\$ 538	\$ 980	2%		
1.4	Short task text identifier	\$ 2,079	\$ 2,697	\$ 4,776	8%		
1.5	Short task text identifier	\$ 589	\$ 685	\$ 1,275	2%		
1.6	Short task text identifier	\$ 589	\$ 685	\$ 1,275	2%		
2.1	Short task text identifier	\$ 9,738	\$ 10,370	\$ 20,108	35%		
2.2	Short task text identifier	\$ 278	\$ 906	\$ 1,184	2%		
2.3	Short task text identifier	\$ 310	\$ 637	\$ 947	2%		
2.4	Short task text identifier	\$ 228	\$ 555	\$ 783	1%		
2.5	Short task text identifier	\$ 275	\$ 603	\$ 878	2%		
2.6	Short task text identifier	\$ 163	\$ 358	\$ 521	1%		
3.1	Short task text identifier	\$ 1,900	\$ 3,974	\$ 5,874	10%		
3.2	Short task text identifier	\$ 1,783	\$ 652	\$ 2,435	4%		
3.3	Short task text identifier	\$ 4,641	\$ 341	\$ 4,982	9%		
3.4	Short task text identifier	\$ 433	\$ 291	\$ 724	1%		
	Travel and Admin Costs/ODCs	\$ 2,123	\$ 2,123	\$ 4,247	7%		
Total:		\$ 28,751	\$ 29,449	\$ 58,200	100%		

Summary by Phase | Summary by Task | Phase I | Phase II | Travel | Program-Admin Costs (ODCs) | Expen ...

- Provides totals for task and subtask per phase and for the total project
- Links to data from the “Phase” tabs
- If you have a different number of TAs, tasks, or subtasks, it will be necessary for you to modify the structure and formulas in this tab
  - Part II of the tutorial videos will show you how to do this



# Summary by Task Tab

Organization Name							
PI Name							
Summary by Task							
		TA/Task 1	TA/Task 2	TA/Task 3	Travel and Admin Costs		
		Short TA text identifier	Short TA text identifier	Short TA text identifier		Total	
<b>Phase 1</b>							
	Personnel + Benefits	\$ 605	\$ 1,903	\$ 1,518	\$ -	\$ 4,026	
	Supplies	\$ 2,000	\$ 5,460	\$ 1,050	\$ -	\$ 8,510	
	Equipment	\$ 50	\$ 30	\$ 30	\$ -	\$ 110	
	Subcontractors	\$ 2,953	\$ -	\$ 2,953	\$ -	\$ 5,906	
	<b>Sub-Total: Direct Costs</b>	<b>\$ 5,608</b>	<b>\$ 7,393</b>	<b>\$ 5,881</b>	<b>\$ 1,425</b>	<b>\$ 20,307</b>	
	Modified Total Direct Costs	\$ 2,593	\$ 7,344	\$ 5,871	\$ 1,425	\$ 17,233	
	Sub-Total: Indirect Costs	\$ 1,271	\$ 3,599	\$ 2,877	\$ 698	\$ 8,444	
	<b>Total Costs</b>	<b>\$ 6,878</b>	<b>\$ 10,992</b>	<b>\$ 8,758</b>	<b>\$ 2,123</b>	<b>\$ 28,751</b>	
<b>Phase 2</b>							
	Personnel + Benefits	\$ 1,001	\$ 2,805	\$ 2,486	\$ -	\$ 6,292	
	Supplies	\$ 2,700	\$ 5,510	\$ 20	\$ -	\$ 8,230	
	Equipment	\$ 180	\$ 50	\$ -	\$ -	\$ 230	
	Subcontractors	\$ 2,943	\$ 1,000	\$ 1,000	\$ -	\$ 4,943	
	<b>Sub-Total: Direct Costs</b>	<b>\$ 6,824</b>	<b>\$ 9,365</b>	<b>\$ 3,866</b>	<b>\$ 1,425</b>	<b>\$ 21,480</b>	
	Modified Total Direct Costs	\$ 3,707	\$ 8,292	\$ 2,840	\$ 1,425	\$ 16,264	
	Sub-Total: Indirect Costs	\$ 1,816	\$ 4,063	\$ 1,392	\$ 698	\$ 7,969	
	<b>Total Costs</b>	<b>\$ 8,640</b>	<b>\$ 13,428</b>	<b>\$ 5,258</b>	<b>\$ 2,123</b>	<b>\$ 29,449</b>	
<b>All Phases</b>							
	<b>Total Costs</b>	<b>\$ 15,519</b>	<b>\$ 24,420</b>	<b>\$ 14,015</b>	<b>\$ 4,247</b>	<b>\$ 58,200</b>	

- Provides totals for each major cost item (e.g., labor, equipment, subcontractors, etc.) for each task, each phase, and the total project
- Links to data from the “Phase” tabs
- If you have a different number of TAs, tasks, or subtasks, it will be necessary for you to modify this tab
  - Part II of the tutorial videos will show you how to do this



## Phase Tabs

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- Data entered and calculated in to this tab will feed in to most other sections of the budget
- Majority of cells in the “Phase” tabs are white, which means that a majority of the cells are calculated
- Asks for a breakdown of the following major cost items:
  - Labor and Benefits
  - Supplies
  - Equipment
  - Patient related/ animal related
  - Subcontractors
- By:
  - Item name
  - Description
  - Page reference to supporting documentation (if applicable)
  - Cost
  - Unit description
  - How much is being applied to each task





# Phase Tab Walkthrough

(bring up spreadsheet)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Elizabeth Kilpatrick

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Summarizes major cost items

Organization Name						TA (for TAs 1-3) / Task (for Advanced Studies) 3									
PI Name						Task 3.1		Task 3.2		Task 3.3		Task 3.4		Task 3	
Phase I						number	Total cost	number	Total cost	number	Total cost	number	Total cost	number	Total cost
Item Name	Item Description	Proposal Reference (pg #)	Effort/ Unit Cost	Unit		Effort/Q ty	Cost	Effort/Q ty	Cost	Effort/Q ty	Cost	Effort/Q ty	Cost	Effort/Q ty	Cost
<b>Summary</b>						0.96	\$ 1,056	0.17	\$ 187	0.13	\$ 143	0.12	\$ 132	1.38	\$ 1,518
<b>Personnel + Benefits</b>							\$ 40		\$ 1,010		\$ -		\$ -		\$ 1,050
<b>Supplies</b>							\$ -		\$ -		\$ 20		\$ 10		\$ 30
<b>Equipment</b>							\$ 180		\$ -		\$ -		\$ 150		\$ 330
<b>Subcontractors</b>							\$ -		\$ -		\$ 2,953		\$ -		\$ 2,953
<b>Sub-Total: Direct Costs</b>							\$ 1,276		\$ 1,197		\$ 3,116		\$ 292		\$ 5,881
<b>Less Exclusions:</b>															
<b>GSR fringe benefits</b>							\$ -2		\$ 1		\$ 3		\$ 4		\$ 10
<b>Capital Equipment (unit Cost &gt; \$5K)</b>							\$ -		\$ -		\$ -		\$ -		\$ -
<b>Subcontracts &gt; \$25K</b>							\$ -		\$ -		\$ -		\$ -		\$ -
<b>Sub-Total: Exclusions</b>							\$ 2		\$ 1		\$ 3		\$ 4		\$ 10
<b>Modified Total Direct Costs</b>							\$ 1,274		\$ 1,196		\$ 3,113		\$ 288		\$ 5,871
<b>Sub-Total: Indirect Costs</b>						49%	\$ 624		\$ 586		\$ 1,525		\$ 141		\$ 2,877
<b>Total Costs</b>							\$ 1,900		\$ 1,782		\$ 4,641		\$ 432		\$ 9,758
<b>Personnel</b>															
Person's Name	PI (Bioengineering)	Tech Prop - pg. 4, 65	\$ 1,000	Calendar Year		0.100	\$ 100	0.100	\$ 100	0.040	\$ 40	0.020	\$ 20	0.260	\$ 260
Person's Name	Surgeon	Tech Prop - pg. 4, 69	\$ 1,000	Calendar Year		0.020	\$ 20	0.020	\$ 20	0.020	\$ 20	0.020	\$ 20	0.080	\$ 80
Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	\$ 1,000	Calendar Year		0.020	\$ 20	0.020	\$ 20	0.020	\$ 20	0.020	\$ 20	0.080	\$ 80
Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	\$ 1,000	Calendar Year		0.020	\$ 20	0.010	\$ 10	0.030	\$ 30	0.040	\$ 40	0.100	\$ 100
Person's Name	Animal Technician	Tech Prop - pg. 4, 81	\$ 1,000	Calendar Year		0.800	\$ 800	0.020	\$ 20	0.020	\$ 20	0.020	\$ 20	0.860	\$ 860
<b>Personnel Total</b>						0.960	\$ 960	0.170	\$ 170	0.130	\$ 130	0.120	\$ 120	1.380	\$ 1,380
<b>Benefits</b>															
Person's Name	PI (Bioengineering)	N/A	10.00%			\$ 10	\$ 10		\$ 10		\$ 4		\$ 2		\$ 26
Person's Name	Surgeon	N/A	10.00%			\$ 2	\$ 2		\$ 2		\$ 2		\$ 2		\$ 8
Person's Name	Postdoc (BioEng)	N/A	10.00%			\$ 2	\$ 2		\$ 2		\$ 2		\$ 2		\$ 8
Person's Name	Graduate Student (EE)	N/A	10.00%			\$ 2	\$ 1		\$ 3		\$ 4		\$ 4		\$ 10
Person's Name	Animal Technician	N/A	10.00%			\$ 80	\$ 2		\$ 2		\$ 2		\$ 2		\$ 86
<b>Benefits Total</b>							\$ 96		\$ 17		\$ 13		\$ 12		\$ 138
<b>Supplies</b>															
***must be broken out individually - see below															
Silicon Wafer	4" <100> n-Type	N/A	\$ 40	10 per wafer		4.00	\$ 40	0.00	\$ -	0.00	\$ -	0.00	\$ -	4.00	\$ 40
Rats	Size, Type, etc.	N/A	\$ -	10 per rat		0.00	\$ -	50.00	\$ 500	0.00	\$ -	0.00	\$ -	50.00	\$ 500
Rat per diem	Housing and care	N/A	\$ -	10 per rat, per day		0.00	\$ -	50.00	\$ 500	0.00	\$ -	0.00	\$ -	50.00	\$ 500
Cleanroom Fees	Lab Name	N/A	\$ -	10 per year		0.00	\$ -	1.00	\$ 10	0.00	\$ -	0.00	\$ -	1.00	\$ 10
<b>Supplies Total</b>							\$ 40		\$ 1,010		\$ -		\$ -		\$ 1,050
<b>Equipment</b>															
***must provide supporting documentation (e.g., quote)															
MicroCT	Company, Model Number	Cost Prop - pg. 45	\$ -	10 per machine		0.00	\$ -	0.00	\$ -	1.00	\$ 10	0.00	\$ -	1.00	\$ 10
Impedance Analyzer	Company, Model Number	Cost Prop - pg. 46	\$ -	10 per machine		0.00	\$ -	0.00	\$ -	1.00	\$ 10	0.00	\$ -	1.00	\$ 10
Microscope	Company, Model Number	Cost Prop - pg. 51	\$ -	10 per machine		0.00	\$ -	0.00	\$ -	0.00	\$ -	1.00	\$ 10	1.00	\$ 10
<b>Equipment Total</b>							\$ -		\$ -		\$ 20		\$ 10		\$ 30
<b>Patient Related</b>															
Patient care, outpatient	Physical therapy	N/A	\$ 30	10 per patient		3.00	\$ 30	0.00	\$ -	0.00	\$ -	5.00	\$ 50	8.00	\$ 80
Medication	post-surgery pain medication	N/A	\$ 30	10 per patient		3.00	\$ 30	0.00	\$ -	0.00	\$ -	5.00	\$ 50	8.00	\$ 80
X-ray		N/A	\$ 120	10 per x-ray		12.00	\$ 120	0.00	\$ -	0.00	\$ -	5.00	\$ 50	17.00	\$ 170
<b>Patient Related Total</b>							\$ 180		\$ -		\$ -		\$ 150		\$ 330
<b>Subcontractors</b>															
Subcontract	University XYZ	Cost Prop - pg. 60-65	\$ 2,953	per phase		0.00	\$ -	0.00	\$ -	1.00	\$ 2,953	0.00	\$ -	1.00	\$ 2,953
<b>Subcontractors Total</b>							\$ -		\$ -		\$ 2,953		\$ -		\$ 2,953

Insert descriptive information and effort/unit cost – this will be used to calculate totals throughout the “Phase” tab

Once the effort/quantity is entered (column AL) the total cost per subtask will be calculated from the effort/unit cost (column AM)

calculates the total per task once effort/quantity is entered for each subtask



# Phase Tab – Travel and ODCs

Oraganization Name						Travel and Program/Admin Costs (ODCs)		
PI Name								
Phase I								
Item Name	Item Description	Proposal Reference (pg #)	Effort/ Unit Cost	Unit	Travel Cost	ODCs Cost	Total Cost	
<b>Summary</b>								
	Personnel + Benefits							
	Supplies							
	Equipment							
	Patient Related							
	Subcontractors							
	<b>Sub-Total: Direct Costs</b>				\$ 1,225	\$ 200	\$ 1,425	
	<b>Less Exclusions:</b>							
	GSR fringe benefits							
	Capital Equipment (unit Cost > \$5K)							
	Subcontracts > \$25K							
	<b>Sub-Total: Exclusions</b>							
	<b>Modified Total Direct Costs</b>				\$ 1,225	\$ 200	\$ 1,425	
	<b>Sub-Total: Indirect Costs</b>		49%	negotiated rate	\$ 600	\$ 98	\$ 698	
	<b>Total Costs</b>				<b>\$ 1,825</b>	<b>\$ 298</b>	<b>\$ 2,123</b>	
<b>Personnel</b>								
Person's Name	PI (Bioengineering)	Tech Prop - pg. 4, 65	\$ 1,000	Calendar Year				
Person's Name	Surgeon	Tech Prop - pg. 4, 69	\$ 1,000	Calendar Year				
Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	\$ 1,000	Calendar Year				
Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	\$ 1,000	Calendar Year				
Person's Name	Animal Technician	Tech Prop - pg. 4, 81	\$ 1,000	Calendar Year				

- Travel and ODCs pull data from the “Travel” and Program-Admin Costs (ODCs) tabs
- These data series do not cleanly fit beneath a task and subtask
  - You don’t need to artificially assign travel and ODC costs to tasks and subtasks



# Travel Tab

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Organization Name  
PI Name  
Travel Summary  
Lodging and Meals & Incidentals Expenses (M&IE) must comply with GSA rates. You can access GSA rates at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Phase	Title of Event	From	To	Justification <small>Conference attendance must be justified, explain how it is in the best interest of the project</small>	Number of Travelers	Number of Days	Airfare	Lodging (GSA Rates) =Rate*Nights	M&IE (GSA Rates) =Rate*Days	Rental Car	Registration Fees	Other (mileage, baggage fees, etc.)	Define "other"	Cost for one person	Total Cost
1	Kick-off Meeting	Los Angeles, CA	Arlington, VA	Attend DARPA-mandated performance kick-off meeting	2	1	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
1	Collaborator Meeting	Los Angeles, CA	Cleveland, OH	Meet with University XYZ to review their facilities and progress towards manufacturing	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
1	Conference XYZ	Los Angeles, CA	New Orleans, LA	Attend conference XYZ, which will allow our team to present our <<DARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <<DARPA program>> effort, and stay current on advancements in scientific fields related to <<DARPA program>>	1	3	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 175
1	PI Meeting	Los Angeles, CA	Phoenix, AZ	Attend DARPA-mandated performance review meeting	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
<b>Phase 1 Total</b>															<b>\$ 1,225</b>
2	Workshop	Los Angeles, CA	Arlington, VA	Attend DARPA-mandated metrics development workshop	2	1	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
2	Collaborator Meeting	Los Angeles, CA	Cleveland, OH	Meet with University XYZ to review their facilities and progress towards manufacturing	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
2	Conference	Los Angeles, CA	New Orleans, LA	Attend conference XYZ, which will allow our team to present our <<DARPA program>> results to the broader scientific community, build relationships with performers and potential collaborators on our <<DARPA program>> effort, and stay current on advancements in scientific fields related to <<DARPA program>>	1	3	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 175
2	PI Meeting	Los Angeles, CA	Phoenix, AZ	Attend DARPA-mandated performance review meeting	2	2	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 125	\$25 baggage fees, \$50 mileage, \$50 taxi	\$ 175	\$ 350
<b>Phase 2 Total</b>															<b>\$ 1,225</b>

Phase II | Travel | Program-Admin Costs (ODCs) | Expenditures by Month | Sub - University XYZ Budget | Sub - University XYZ Travel | Animal and Human Use | Milestones and Deliverables

- The level of detail illustrated above is required for negotiations
- We understand that it is difficult to plan for DARPA-specific travel because the meeting dates, duration, and location are TBD
  - Estimate to the best of your ability
  - Meetings will be domestic, there will not be a reg fee
- Pull lodging and M&IE rates from the GSA website
- Conference attendance needs to be supported with a very strong justification of how it is in the best interest of the project



# Program-Admin Costs (ODCs) Tab

	A	B	C	D
1	<b>Organization Name</b>			
2	<b>PI Name</b>			
3	<b>Program or Administrative costs</b>			
4	<i>for any costs that do not cleanly fit under a task/subtask</i>			
5				
6	<b>Description</b>	<b>Cost</b>		
7	Program Administrator - \$50,000 per year	\$ 100		
8	Journal Page Charges	\$ 100		
9	<b>Phase 1</b>	<b>\$ 200</b>		
10	Program Administrator - \$50,000 per year	\$ 100		
11	Journal Page Charges	\$ 100		
12	<b>Phase 2</b>	<b>\$ 200</b>		
13				
14				
15				
16				
17				

- Costs that do not cleanly fit under a task or subtask
- Provide a description and cost for each phase
- Should be used sparingly



# Subcontractor Budget

University XYZ - Subcontractor Budget					Phase 1		Phase 2		Total	
Item Name	Item Description	Proposal Reference (pg #)	Cost Per or Rate	Unit	Effort/Qty	Cost	Effort/Qty	Cost	Effort/Qty	Cost
<b>Summary</b>					0.08	\$ 88	0.08	\$ 88	0.16	\$ 176
Personnel + Benefits						\$ 1,050		\$ 1,050		\$ 2,100
Supplies						\$ 110		\$ 100		\$ 210
Equipment						\$ 770		\$ 770		\$ 1,540
Travel and ODCs						\$ 2,018		\$ 2,008		\$ 4,026
Sub-Total: Direct Costs						\$ 1,908		\$ 1,908		\$ 3,816
Modified Total Direct Costs						\$ 935		\$ 935		\$ 1,870
Sub-Total: Indirect Costs					49%					
Total Costs						\$ 2,953		\$ 2,943		\$ 5,896
<b>Personnel</b>										
Person's Name	Project Manager	Tech Prop - pg. 4, 69	\$ 1,000	Calendar Year	0.020	\$ 20	0.020	\$ 20	0.040	\$ 40
Person's Name	Postdoc (BioEng)	Tech Prop - pg. 4, 71	\$ 1,000	Calendar Year	0.020	\$ 20	0.020	\$ 20	0.040	\$ 40
Person's Name	Postdoc (Neurosci)	Tech Prop - pg. 4, 73	\$ 1,000	Calendar Year	0.020	\$ 20	0.020	\$ 20	0.040	\$ 40
Person's Name	Graduate Student (EE)	Tech Prop - pg. 4, 75	\$ 1,000	Calendar Year	0.020	\$ 20	0.020	\$ 20	0.040	\$ 40
Personnel Total					0.080	\$ 80	0.080	\$ 80	0.160	\$ 160
<b>Benefits</b>										
Person's Name	Project Manager	N/A	10.00%			\$ 2		\$ 2		\$ 4
Person's Name	Postdoc (BioEng)	N/A	10.00%			\$ 2		\$ 2		\$ 4
Person's Name	Postdoc (Neurosci)	N/A	10.00%			\$ 2		\$ 2		\$ 4
Person's Name	Graduate Student (EE)	N/A	10.00%			\$ 2		\$ 2		\$ 4
Benefits Total						\$ 8		\$ 8		\$ 16
<b>Supplies</b>										
***must be broken out individually - see below										
Silicon Wafer	4" <100> n-Type	N/A	\$ 10	per wafer	100.00	\$ 1,000	100.00	\$ 1,000	200.00	\$ 2,000
Glass Slides	Size, Type, etc.	N/A	\$ 10	per box of 50	5.00	\$ 50	5.00	\$ 50	10.00	\$ 100
Supplies Total						\$ 1,050		\$ 1,050		\$ 2,100
<b>Equipment</b>										
***must provide supporting documentation (e.g., quote)										
Impedance Analyzer	Company, Model Number	Cost Prop - pg. 46	\$ 10	per machine	1.00	\$ 10	0.00	\$ -	1.00	\$ 10
Power Supplies	Company, Model Number	Cost Prop - pg. 48	\$ 10	per machine	10.00	\$ 100	10.00	\$ 100	20.00	\$ 200
Equipment Total						\$ 110		\$ 100		\$ 210
<b>Travel</b>										
						\$ 770		\$ 770		\$ 1,540
***If a subcontractor costs more than \$500,000 per phase, use the more detailed format for the subcontractor budget breakdown (as seen in the tabs titled Phase I, II & III)										
***Add other fields (e.g., Program-Admin Costs, patient related, etc.) as applicable										

- In the “phase” tabs, we ask for subcontractor costs to be applied to tasks and subtasks to understand how the costs are applied to the overall tasks and subtasks for the project

## Recommended Use

- < \$500,000 per phase: use format Illustrated above
- > \$500,000 per phase: use more detailed “phase” tab format



# Animal and Human Use Tab

Task	Descriptive Text	Animal Use (Y/N)	Human Use (Y/N)
<b>1</b>	Short TA text identifier	N	N
<b>1.1</b>	Short task text identifier	N	N
<b>1.2</b>	Short task text identifier	N	N
<b>1.3</b>	Short task text identifier	N	N
<b>1.4</b>	Short task text identifier	N	N
<b>1.5</b>	Short task text identifier	N	N
<b>1.6</b>	Short task text identifier	N	N
<b>2</b>	Short task text identifier	Y	N
<b>2.1</b>	Short task text identifier	Y	N
<b>2.2</b>	Short task text identifier	Y	N
<b>2.3</b>	Short task text identifier	Y	N
<b>2.4</b>	Short task text identifier	Y	N
<b>2.5</b>	Short task text identifier	Y	N
<b>2.6</b>	Short task text identifier	Y	N
<b>3</b>	Short task text identifier	N	Y
<b>3.1</b>	Short task text identifier	N	Y
<b>3.2</b>	Short task text identifier	N	Y
<b>3.3</b>	Short task text identifier	N	Y
<b>3.4</b>	Short task text identifier	N	Y

- A few tabs are not linked to any other tab in particular, but still contain essential information
- Designed to easily display what tasking has animal and human use associated with it



# Expenditures by Month Tab

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1: Organization Name
- Row 2: PI Name
- Row 3: Expenditures by Month
- Row 5: Phase I (18 months)
- Row 6: Length: 18 months
- Row 7: Year, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, TOTAL
- Row 8: 2015, \$, -
- Row 9: 2016, \$, -
- Row 10: 2017, \$, -
- Row 11: Total, \$, -
- Row 13: Phase II (30 months)
- Row 14: Length: 30 months
- Row 15: Year, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, TOTAL
- Row 16: 2017, \$, -
- Row 17: 2018, \$, -
- Row 18: 2019, \$, -
- Row 19: Total, \$, -

- Important and very helpful for internal planning purposes within DARPA
- Try to make the data as accurate as possible
  - Consider increases/decreases in spend rate rather than simply dividing the cost for a given phase by the months in a given phase



# Milestones and Deliverables Tab

Milestones and Deliverables										
Organization Name										
PI Name										
Phase	TA/Task/Subtask #	TA/Task/Subtask Title	Cost (\$)	Organization	Description/Approach	Exit Criteria/Metrics	Milestones/Deliverables (if applicable)	Task/Subtask Start Date	Task/Subtask End Date	Milestone Date (if applicable)
PHASE 1	1	Short task text identifier	\$ -	Prime/Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.1	Short subtask text identifier	\$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.2	Short subtask text identifier	\$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.3	Short subtask text identifier	\$ -	Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.4	Short subtask text identifier	\$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.5	Short subtask text identifier	\$ -	Prime	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1.6	Short subtask text identifier	\$ -	Sub	1-2 sentence description of objective and approach	short text identifier	short text identifier	MM/DD/YY	MM/DD/YY	MM/DD/YY
	2		\$ -							
	2.1		\$ -							
	2.2		\$ -							
	2.3		\$ -							
	2.4		\$ -							
	2.5		\$ -							
	2.6		\$ -							
	3		\$ -							
	3.1		\$ -							
3.2		\$ -								
3.3		\$ -								
3.4		\$ -								
Phase 1 Total			\$ -							
PHASE 2	1		\$ -							
	1.1		\$ -							
	1.2		\$ -							
	1.3		\$ -							
	1.4		\$ -							
	1.5		\$ -							
	1.6		\$ -							
	2		\$ -							
	2.1		\$ -							
	2.2		\$ -							
	2.3		\$ -							
	2.4		\$ -							
	2.5		\$ -							
	2.6		\$ -							
	3		\$ -							
	3.1		\$ -							
3.2		\$ -								
3.3		\$ -								
3.4		\$ -								
Phase 2 Total			\$ -							
TCV			\$ -							

- Coupled very closely with the technical proposal and statement of work (SOW)
- Links tasks/subtask costs with the following:
  - Description
  - Exit criteria/metrics
  - Milestones
  - Deliverables
  - Start/end dates
  - Milestone and deliverable due dates





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