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

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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 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)**

- 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

General Structure of Template

- 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

- 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

Organization Name
PI Name
Summary by Phase

Cell Color Legend: Data Entry / Formula

You can edit any cell (data or formula) as necessary to fit this template to the structure of your specific project.

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%

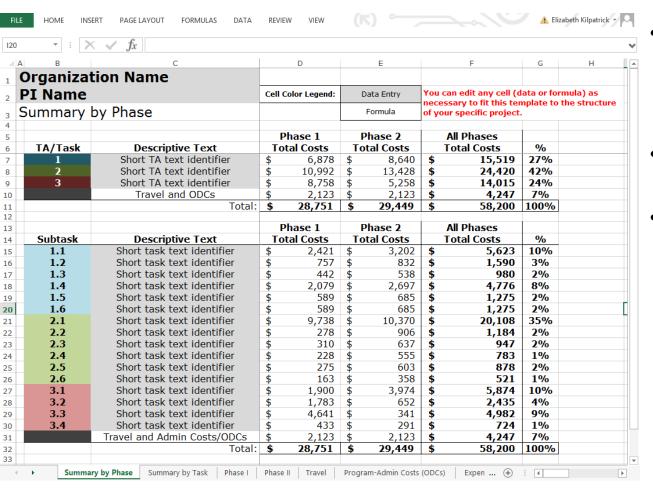| Subtask	Descriptive Text	Phase 1 Total Costs	Phase 2 Total Costs	All Phases Total Costs	%
1.1	Short task text identifier	$ 2,421	$ 3,202	$ 5,623	10%
1.2	Short task text identifier	$ 757	$ 832	$ 1,590	3%
1.3	Short task text identifier	$ 442	$ 538	$ 980	2%
1.4	Short task text identifier	$ 2,079	$ 2,697	$ 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%

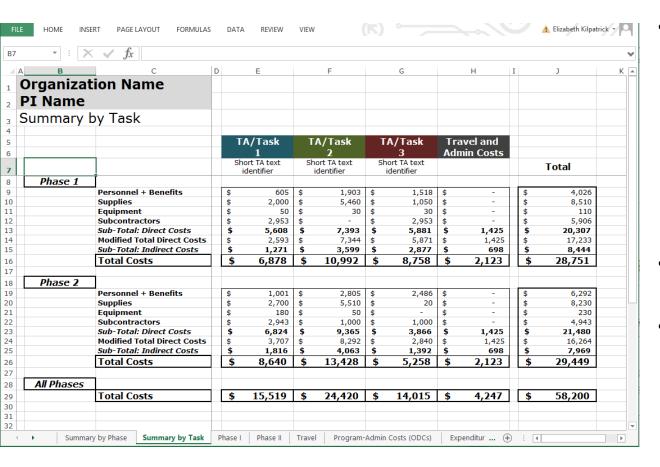Tabs: Summary by Phase | Summary by Task | Phase I | Phase II | Travel | Program-Admin Costs (ODCs) | Expen ...

- 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

- 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

- 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)

Summarizes major cost items

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

FILE   HOME   INSERT   PAGE LAYOUT   FORMULAS   DATA   REVIEW   VIEW

Elizabeth Kilpatrick

G6

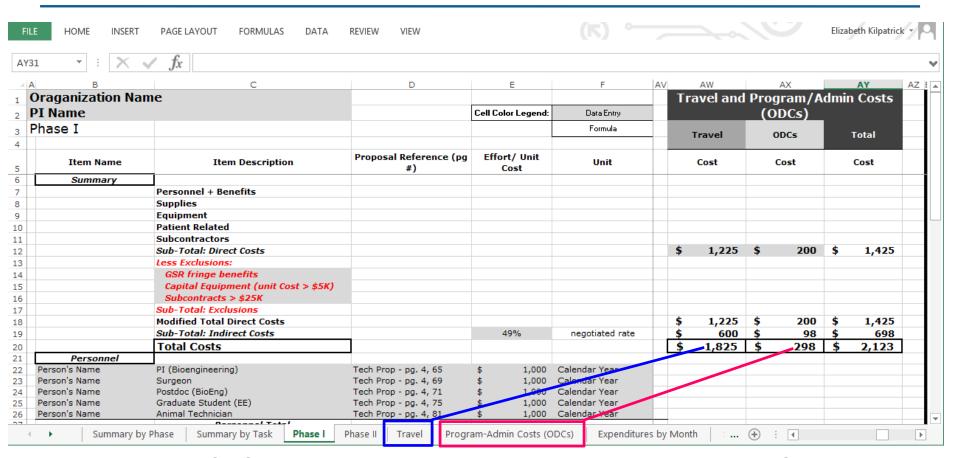|	Item Name	Item Description	Proposal Reference (pg #)	Effort/ Unit Cost	Unit		Task 3.1 Effort/Qty	Total Cost	Task 3.2 Effort/Qty	Total Cost	Task 3.3 Effort/Qty	Total Cost	Task 3.4 Effort/Qty	Total Cost	Task 3 Effort/Qty	Total Cost
	Oraganization Name															
	PI Name			Cell Color Legend:	Data Entry											
	Phase I				Formula											
	Summary															
	Personnel + Benefits						0.96	$ 1,056	0.17	$ 187	0.13	$ 143	0.12	$ 132	1.38	$ 1,518
	Supplies							$ 40		$ 1,010		$ -		$ -		$ 1,050
	Equipment							$ -		$ -		$ 20		$ 10		$ 30
	Patient Related							$ 180		$ -		$ -		$ 150		$ 330
	Subcontractors							$ -		$ -		$ 2,953		$ -		$ 2,953
	Sub-Total: Direct Costs							$ 1,276		$ 1,197		$ 3,116		$ 292		$ 5,881
	Less Exclusions:															
	GSR fringe benefits							$ 2		$ 1		$ 3		$ 4		$ 10
	Capital Equipment (unit Cost > $5K)							$ -		$ -		$ -		$ -		$ -
	Subcontracts > $25K									$ -		$ -		$ -		$ -
	Sub-Total: Exclusions							$ 2		$ 1		$ 3		$ 4		$ 10
	Modified Total Direct Costs							$ 1,274		$ 1,196		$ 3,113		$ 288		$ 5,871
	Sub-Total: Indirect Costs			49%	negotiated rate			$ 624		$ 586		$ 1,525		$ 141		$ 2,877
	Total Costs						$ 1,900		$ 1,783		$ 4,641		$ 433		$ 8,758
	Personnel															
	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
	Personnel Total						0.960	$ 960	0.170	$ 170	0.130	$ 130	0.120	$ 120	1.380	$ 1,380
	Benefits															
	Person's Name	PI (Bioengineering)	N/A	10.00%				$ 10		$ 10		$ 4		$ 2		$ 26
	Person's Name	Surgeon	N/A	10.00%				$ 2		$ 2		$ 2		$ 2		$ 8
	Person's Name	Postdoc (BioEng)	N/A	10.00%				$ 2		$ 2		$ 2		$ 2		$ 8
	Person's Name	Graduate Student (EE)	N/A	10.00%				$ 2		$ 1		$ 3		$ 4		$ 10
	Person's Name	Animal Technician	N/A	10.00%				$ 80		$ 2		$ 2		$ 2		$ 86
	Benefits Total							$ 96		$ 17		$ 13		$ 12		$ 138
	Supplies	***must be broken out individually - see below														
	Silicon Wafer	4" <100> n-Type	N/A	$ 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
	Supplies Total							$ 40		$ 1,010		$ -		$ -		$ 1,050
	Equipment	***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
	Equipment Total							$ -		$ -		$ 20		$ 10		$ 30
	Patient Related															
	Patient care, outpatient	Physical therapy	N/A	$ 10	per patient		3.00	$ 30	0.00	$ -	0.00	$ -	5.00	$ 50	8.00	$ 80
	Medication	post-surgery pain medication	N/A	$ 10	per patient		3.00	$ 30	0.00	$ -	0.00	$ -	5.00	$ 50	8.00	$ 80
	X-ray		N/A	$ 10	per x-ray		12.00	$ 120	0.00	$ -	0.00	$ -	5.00	$ 50	17.00	$ 170
	Patient Related Total							$ 180		$ -		$ -		$ 150		$ 330
	Subcontractors															
	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
	Subcontractors Total							$ -		$ -		$ 2,953		$ -		$ 2,953

TA (for TAs 1-3) /Task (for Advanced Studies) 3

Summary by Phase   Summary by Task   Phase I   Phase II   Travel   Program-Admin Costs (ODCs)   Expenditures by Month   Sub - University XYZ Budget   Sub - University XYZ Travel   Anim ...

Phase Tab – Travel and ODCs

- 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
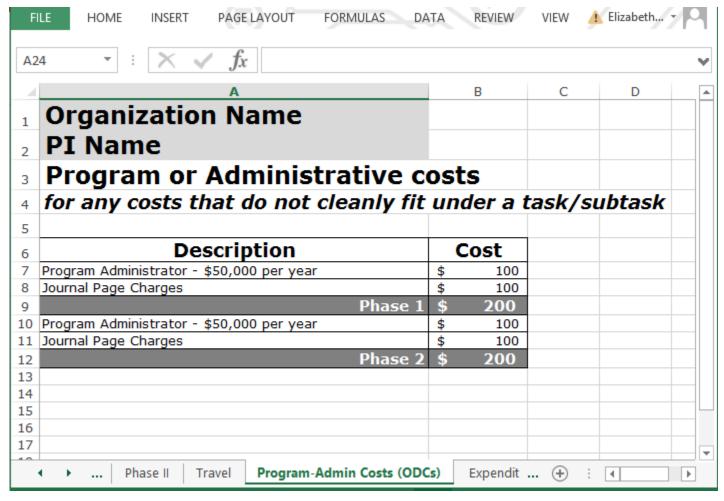
Travel Tab

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

Phase	Title of Event	From	To	Justification (Conference attendance must be justified, explain how it is in the best interest of the project)	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
Phase 1 Total															**$ 1,225**
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
Phase 2 Total															**$ 1,225**

Tabs: ... | 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
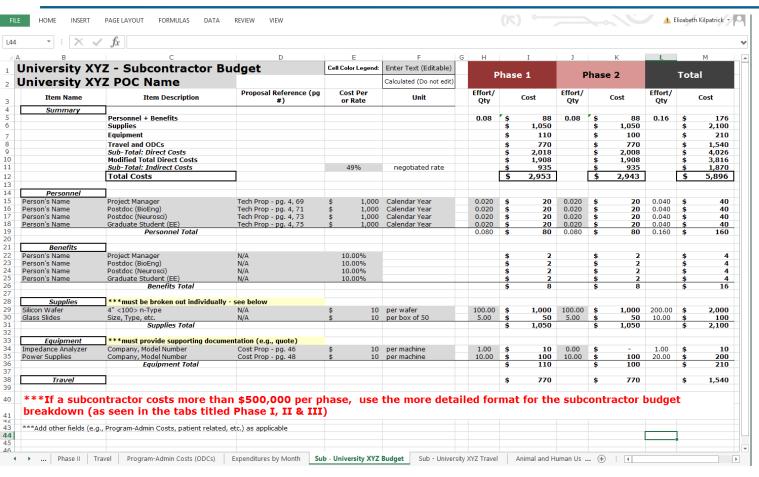
Program-Admin Costs (ODCs) Tab

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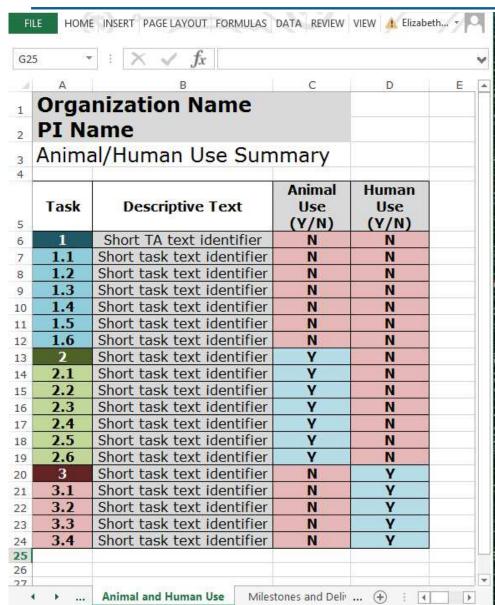- Should be used sparingly

Subcontractor Budget

- 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
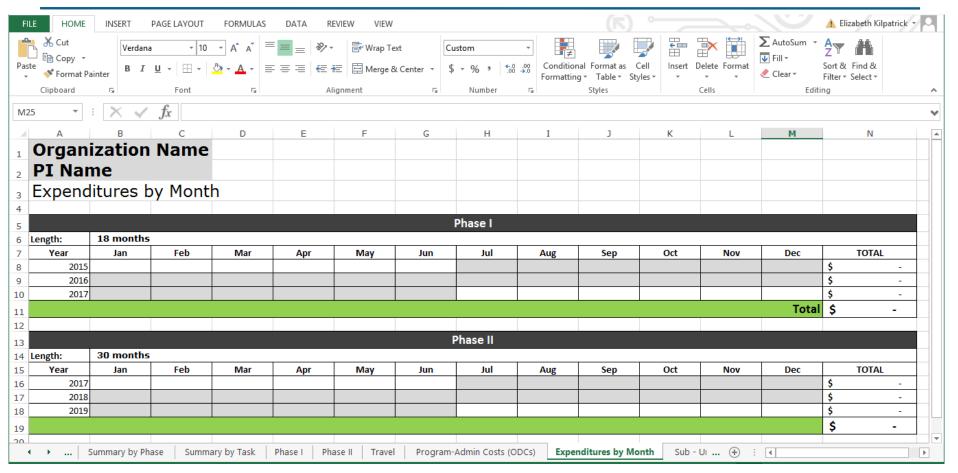
- Recommended Use
  - < $500,000 per phase: use format Illustrated above
  - > $500,000 per phase: use more detailed "phase" tab format

Animal and Human Use Tab

- 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

- 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

- 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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