

SUBCONTRACT REQUEST

FUNDING YEAR OF	FOR NURP USE ONLY			
PRINCIPAL INVESTIGATOR: ORGANIZATION:	PROPOSAL NO.		DURATION (MONTHS)	
	AWARD NO.			
A PERSONNEL (Senior): PI, CO-PI's, faculty and other senior associates (list each separately with title; use brackets provided to show total numbers)	NURP – Funded Person-Months			Funds Requested
	CAL	ACAD	SUMR	
1.				
2.				
3.				
4.				
5.				
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)				
7. () TOTAL SENIOR PERSONNEL (1-6)				
OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)				
1. () POST DOCTORAL ASSOCIATES				
2. () OTHER PROFESSIONALS (TECHNICIANS, PROGRAMMERS, ETC.)				
3. () GRADUATE STUDENTS				
4. () UNDERGRADUATE STUDENTS				
5. () SECRETARIAL – CLERICAL (IF CHARGED DIRECTLY)				
6. () OTHER				
TOTAL SALARIES AND WAGES (A + B)				
B. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				
C. TRAVEL 1. DOMESTIC (INCLUDING CANADA AND U.S. POSSESSIONS)				
2. FOREIGN				
D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$1,000)				
TOTAL EQUIPMENT				
E. MATERIALS AND SUPPLIES				
F. CONTRACTUAL (INCLUDING CONSULTANT SERVICES)				
G. CONSTRUCTION				
H. OTHER				
TOTAL OTHER DIRECT COSTS				
I. TOTAL DIRECT COSTS (A THROUGH H)				
J. INDIRECT COSTS	INDIRECT RATE	%	INDIRECT BASE	
TOTAL INDIRECT COSTS				
K. TOTAL DIRECT AND INDIRECT COSTS (I + J)				
L. COST-SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT \$		
M. AMOUNT OF THIS REQUEST (K) OR (K MINUS L)				
_____ PI TYPED NAME			_____ SIGNATURE	_____ DATE
_____ INSTITUTIONAL REPRESENTATIVE TYPED NAME			_____ SIGNATURE	_____ DATE
ADDRESS OF INSTITUTIONAL REPRESENTATIVE:				
PHONE: _____ FAX: _____ E-MAIL: _____				
*SIGNATURES REQUIRED ONLY FOR REVISED BUDGETS				

Directions for completing the Subcontract Request form.

(ONE REQUIRED FOR EACH YEAR OF MULTI-YEAR PROJECTS)

Explanation of Subcontract Request form fields:

Salaries and Wages (Line A)

Policies: Up to three months of principal investigator salary may be provided for top-ranking proposals. Salaries for technicians, graduate student stipends and support for other personnel associated directly with the project may be requested in proportion to the effort devoted to the research.

Procedures: For senior personnel, provide names of the **principal investigator(s), faculty and other senior or postdoctoral associates**, including the estimated number of academic-year, summer or calendar-year person- months. For other personnel, list only the total number of persons and total amount of salaries per year in each category. Salaries requested must be consistent with the institution's standard practices. Any direct costs requested for tuition remission should normally be listed under "Other Direct Costs" except for organizations that have negotiated treatment of these costs as "Fringe Benefits" with their cognizant audit agency.

Confidential Information: The proposing organization may request that salary data on senior personnel not be released to persons outside the government during the review process. In this case, the item for senior personnel salaries in the formal proposal may appear as a single figure and the person-months represented by that amount omitted. If this option is exercised, however, senior personnel salaries and person-months must be itemized in a separate statement, two copies of which should accompany the proposal. This statement must include all of the information requested in the summary proposal budget for each person involved. The center will not forward the detailed information to reviewers and will hold it privileged to the extent permitted by law. The information on senior salaries will be used as the basis for determining the salary amounts shown in the grant budget.

Fringe Benefits (Line B)

If the grantee's usual accounting practices provide that its contributions to employee benefits (social security, retirement, etc.) be treated as direct costs, NURP grant funds may be requested to defray such expenses as a direct cost, but only in proportion to salaries and wages requested in the budget.

Travel (Line C)

Domestic Travel: Domestic travel is defined as travel in the United States, its possessions, Puerto Rico and Canada. Travel and its relation to the proposed activities should be described in the subcontract description. Funds may be requested for the fieldwork, attendance at meetings and conferences, and other travel associated with the proposed work. In order to qualify for support, attendance at meetings or conferences must enhance the investigator's ability to perform the work, plan extensions of it, or disseminate its results. Consultants' travel costs may also be requested.

Foreign Travel: Travel not considered domestic, including travel to Mexico, is foreign. The subcontract description should include relevant information, including countries to be visited (also enter names of countries on the subcontract request form) and dates of visit, if known, and justification for any foreign travel planned in connection with the project. Allowance for air

travel normally will not exceed the cost of round-trip, economy air accommodations. Persons traveling under NURP grants or contracts must travel by U.S. flag carriers if available.

Note: Travel support for dependents may not be requested.

Permanent Equipment (Line D)

The National Undersea Research Program defines equipment as an item of property that has an acquisition cost of \$1,000 or more and an expected service life of two or more years. Necessary equipment costing \$1,000 or more must be listed individually by description and estimated cost, including tax, and adequately justified in the subcontract description. Allowable items will ordinarily be limited to research equipment and apparatus not already available to support the work. Purchase of general-purpose equipment, for example, computers or Acoustic Doppler Profiler equipment, is not eligible for support unless used exclusively for the proposed research.

Materials and Supplies (Line E)

The subcontract description should indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown should be more detailed when the cost is substantial.

Contractuals (Line F)

Includes the following:

Subcontracts: The subcontract request may include additional subcontracts to other organizations, for example, a co-investigator's institution. These subcontracts must be disclosed in the subcontract description so that there is a clear delineation of the work to be performed by each organization. Include a complete budget, in the prescribed NURP format or facsimile, for each subcontract.

Consultant Services: Anticipated consultant services should be justified in the subcontract description and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, and number of days of expected service. Consultants' travel costs and per diem allowances (or meals provided in lieu of per diem) should be listed separately under travel in the budget.

Construction (Line G):

Note: This section should be left blank unless conversations with center personnel instruct otherwise.

Other Direct Costs (Line H):

Any costs not identified elsewhere on the subcontract form. List and explain in the subcontract description.

Note: Reference books, periodicals and memberships may NOT be charged to the grant.

Total Direct Costs (Line I): The total amount of direct costs requested by the proposer for support, including lines A through H.

Indirect Costs (Line J): Within government guidelines, unless otherwise restricted in a specific program announcement or solicitation, it is NURP policy that grantees are entitled to reimbursement from grant funds for indirect costs. Center subcontracts may be charged overhead of **up to 10 percent** of the total subcontract request.

Total Direct and Indirect Costs (Line K): The total amount of direct and indirect costs (addition of lines G and H).

Cost-Sharing (Line L): Cost-share should be described in the subcontract description and includes support provided by principal investigator(s) or their home institutions. Unlike “soft-share” co-funding included in the Current and Pending Support form (see section 8 below), cost-share reported here may be subject to programmatic audit (i.e., related proof may be required).

Amount of This Request (line M): Total costs (Line K) minus cost share (line L).

Unallowable Costs: Proposers should be familiar with the complete list of unallowable costs that is contained in the applicable cost principles. Because of their sensitivity, the following categories of unallowable costs are highlighted:

Entertainment: Costs of entertainment, amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Expenses of awardee employees who are not on travel status who are serving as hosts, or otherwise participating at meals that are primarily social occasions involving speakers or consultants, are not allowable even if the costs of the speaker or consultant are allowable. Costs of employees on travel status are limited to those allowed under the governing cost principles for travel expenses.

Meals and Coffee Breaks: NURP funds may not be spent on meals or coffee breaks for intramural meetings of an institution or any of its components, including, but not limited to, laboratories, departments and centers.

Alcoholic Beverages: NURP funds may not be spent on alcoholic beverages.