

Prepared by Contracts and Grants Management Office
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A8.900 ACCOUNTING FOR RESEARCH & TRAINING
CONTRACTS & GRANTS

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A8.911 Procedures for Fringe Benefits Included in Proposal Budgets

1. Purpose

To insure that University proposal budgets for extramurally funded programs incorporate appropriate amounts for fringe benefits.

2. Objective

To insure that University proposal budgets for extramurally funded programs incorporate appropriate amounts for fringe benefits.

2. Objective

To establish guidelines and procedures for budgeting fringe benefits in extramural project proposals.

3. Applicability

These procedures apply to all extramurally funded programs on all campuses of the University.

4. Responsibilities

a. Contracts and Grants Management Office

The Contracts and Grants Management Office (CGMO) updates annually, or when necessary, the "Summary of Fringe Benefit Rates to be Included in Grant and Contract Proposals."

b. Principal Investigator

The Principal Investigator (PI), with the assistance of the assigned Administrative Officer (AO) or Fiscal Officer (FO), prepares proposal budgets to include fringe benefits.

c. Administrative or Fiscal Officer

The AO or FO assists the PI in the preparation of proposal budgets to insure that the appropriate amount of fringe benefits are included in the budgets.

5. Procedures for Preparing Proposal Budgets to Reflect Appropriate Amounts For Fringe Benefits

The PI's, with the assistance of the assigned AO or FO, shall prepare proposal budgets in the following manner.

- a. Determines staffing and appropriate salary requirements for conducting the project.
- b. Applies appropriate fringe benefit rates to applicable salaries and includes total fringe benefits in proposal (see Attachment A for Fringe Benefits Rates).

Note: When a large number of personnel is involved, a composite rate for fringe benefits may be developed and used on a project.