

Instructions for Completing the Budget Template for COAST Match Support for the California Sea Grant Pathways to Inclusive Research Training Award Program

COAST match funding may be used only for CSU expenses. Eligible expenses include, but are not limited to, CSU faculty member reassigned time funding, academic year additional employment or summer salary; support for CSU students; equipment retained and controlled by CSU; and travel.

The budget justification must be no more than two pages per campus. The amounts for each budget line item requested must be documented and justified in the budget justification as specified below.

Support for justified and normally allowable expenses may be requested as long as they clearly contribute to the completion of the project. Details for selected categories of support are provided below. This list is not exhaustive and omission of a specific category or item does not imply exclusion. Contact COAST staff with any questions.

- **PI support:** CSU PIs may request support for academic year reassigned time, academic year additional employment, and/or summer salary. A request may include a combination of these categories. There is no specific limit to the amount that may be requested for PI support relative to the other categories (travel, sample collection, etc.). Requests for PI support must be justified and aligned with the objectives of the proposal.
 - To request support for reassigned time (REASSN), use WTUs as the unit.
 - To request support for academic year additional employment (ACAD) or summer salary (SUMR), use months as the unit.
 - Non-Unit 3 members should request support in the ACAD column of the budget template and should use months as the unit.
 - Reassigned time funding is provided based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B. For budgeting purposes, this rate is projected to be \$2,141 per semester WTU and \$1,428 per quarter WTU as of July 1, 2022¹. For academic years 2023-24 and beyond use the rate listed here plus 3% per year. Budgets can be adjusted once the actual rate is determined through collective bargaining.
 - Support for benefits associated with academic year reassigned time may not be requested. Support for benefits associated with academic year additional employment or summer salary may be requested.
 - Reassigned time funding, if awarded, may not be deferred for use beyond the end of the initial award period. Provided California Sea Grant allows an extension of the award completion date, academic year additional employment and summer salary funding may be used after the end of the initial award period. Any PI support that is unused at the

¹ Awards will be adjusted as needed to match actual rates.

end of the award period (including a no cost extension (NCE) period) will be forfeited and returned to COAST.

- **Post-doctoral scholar and technical staff support:** Support for project-related post-doctoral scholars and technical staff may be requested if
 - Scholars/staff are integral to the implementation and on-schedule completion of the project.
 - Individuals involved can be specifically identified with the project or activity.
 - The costs are not also recovered under direct administrative costs.Use an hourly or monthly basis as appropriate.
- **Fringe benefits:** Fringe benefit costs for CSU senior and other personnel may be included.
- **Student tuition and fees:** Tuition and fees for students involved in the project may be requested. These expenses are excluded from the calculation of modified total direct costs.
- **Equipment:** Support for tangible, nonexpendable items with a useful life of more than one year and acquisition cost of \$5,000 or more per unit is allowable if the item is necessary to conduct the proposed activities and not otherwise reasonably available and accessible. Equipment must be of the type normally charged as a direct cost to sponsored agreements and acquired in accordance with organizational practice.
 - Please provide a cost estimate for any piece of equipment costing more than \$5,000. Cost estimate should be on letterhead from the vendor.
 - Equipment is excluded from the calculation of modified total direct costs.
- **Travel:** Support for transportation, lodging, subsistence and other travel related expenses incurred by PIs, students and project related staff to conduct the proposed activities.
- **Materials and supplies:** Support for tangible, expendable items other than equipment necessary to carry out the project.
- **Publication costs:** Support for article publishing charges.
- **Other:** Support for other direct costs such as sample analysis costs, consultant fees, etc. Other direct costs are considered part of the award to a CSU PI, even if funds are spent on services outside the CSU.
- **Direct administrative costs:** Up to 10% of modified total direct costs may be budgeted as direct administrative costs. Indirect costs are not allowed.

Amounts and expenses budgeted also must be consistent with the proposing organization's policies and procedures and cost accounting practices used in accumulating and reporting costs.

Costs may not be incurred prior to the award start date. All funds awarded must be used for the specific purposes requested and approved and may not be converted to other uses without prior authorization.

For questions, please contact:

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