

## **Oklahoma Transportation Center (OTC)**

### **OTC Research, Education, and Outreach Support (OTC-REOS)**

#### **FY10.1 OTC Funding Competition**

##### **Budget Information**

Each proposal must contain a budget for each year of OTC support requested and a cumulative budget. The matching funds budget form must be included if the project includes more than one source of matching funds.

The terms of DOT regulations 49 C.F.R. Part 19, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (OMB Circular No. A-110), apply to this program. These regulations set forth standards for financial and program management, matching funds, property standards, procurement standards, reports and records, and termination and enforcement.

Grantees shall comply with the government-wide principles contained in OMB Circular A-21, “Cost Principles for Educational Institutions,” for determining costs applicable to research and development and to training and other educational services performed by colleges and universities under Federal government grants.

Grantees shall comply with the uniform audit requirements for non-Federal entities contained in OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Institutions.” Grantee’s shall also permit authorized Federal representatives to inspect all of its own or a subgrantee’s work, materials, payrolls, and other data related to the OTC Program.

Any restriction on the use of OTC funds applies equally to matching funds.

Investigators submitting proposals should carefully prepare an accompanying justification of the budget. Incomplete justification may result in an item being deleted by the reviewers.

Provide a narrative justification for all project funds – both monies requested from OTC and all proposed matching funds by budget line item. All amounts should be in dollars (no cents). The approved budget amount is established by the reviewers and cannot be increased after the date of the award. If obvious budget items are omitted, provide information regarding the alternative resources available for these items in the budget justification.

**Salaries.** For each project employee indicate the percent of time or effort in relation to total professional activities. Where appropriate, indicate whether the amounts requested for the Principal Investigators, and other personnel are for summer salaries and/or academic year salaries, and indicate the formulas used for calculating these salaries. Budget fringe benefits to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. Explain fringe benefit calculation. Overload Pay is not an allowable expense.

**Scholarships.** Funds may be used to provide student scholarships, i.e., financial assistance which is not compensation for labor. Students, who receive financial scholarship support without compensation for labor, including those under consideration for such honorary programs as the OTC Student of the Year Award, must be U.S. citizens or permanent residents of the United States.

**Tuition.** Project funds may be used to provide tuition support to any student, regardless of citizenship status, during the period that the student is actively employed on the grant.

**Expendable Property, Supplies, and Services.** Tangible items such as expendable laboratory supplies and services such as printing and publication.

**Equipment.** Items of equipment/software having a unit acquisition cost of \$5,000 or more are considered “permanent equipment.” The equipment request form must be completed for each equipment item contained in the budget. Equipment items are contingent upon approval being granted to the OTC from FHWA RITA upon selection of the award for funding. In the event FHWA RITA denies an equipment request, the proposal will require revising prior to release of the award.

**Travel.** Describe the purpose of any travel, giving the number of trips and the professional activities involved, the destination(s) and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained.

**Other Direct Costs.** Unusual costs, that require special consideration, should be listed under this category.

**Facilities & Administrative (Indirect) Costs.** Facilities and administrative (F&A) costs, formerly referred to as “indirect” costs, are those incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular project or program. Use your institution’s federally negotiated F&A rate.

**In-kind cost share.** Distribute in-kind or third party cost share to the proper budget category. It is not appropriate to lump in-kind or third party cost share under Other Direct Costs.

**Project and Budget Changes.** The Grantee shall obtain prior written approval from the OTC before making any significant changes in the scope or objectives of the Grantee’s approved project. The Grantee shall also obtain prior written approval from the OTC for transfers of funds among direct-cost budget categories if the cumulative amount of such transfers exceeds 10 % of the approved total budget.