

Budgeting Basics at IIT

Contact information:

Office of Sponsored Research and Programs (OSRP)
Main Building, Room 301
3300 South Federal Street
Chicago, IL 60616-3793
Phone: 312-567-3035
FAX: 312-567-6980
osrp@iit.edu

Major Categories of Costs

- Salaries and Wages
- Fringe Benefits
- Consultant Costs
- Equipment
- Supplies
- Travel
- Other Direct Costs
- Consortium Costs
- Indirect Costs/Facilities & Administration

Salaries and Wages

- PHS (Public Health Service) Definition - Compensation for personal services covers all amounts paid or accrued by the organization for services rendered to the project
Faculty salary: Generally, the academic year is a period of nine months. Faculty supported by external grants may receive additional compensation for summer activities involving a grant if they hold a nine-month appointment.
- Graduate student stipends: Generally, graduate student stipends range from \$1,200 per month to \$1,800 per month. Tuition is shown under “other direct costs”.

Fringe Benefits

- Amount that is in proportion to the amount of time or effort employees devote to the grant-supported project. At IIT, fringe benefits are:
 - Faculty summer salary: 7.65%
 - Faculty academic salary: 25.00%
 - Staff: 25.00%
 - Students: 0.00%

Consultant Costs

- PHS Definition - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party

Consultant Costs include:

- Consultant Fees -- reimbursement for expert services
- Consultant Travel -- reimbursement for travel costs to designated site
- Consultant Expenses -- reimbursement for other related costs

Equipment

- At IIT, equipment is defined as having an acquisition cost equal to or greater than \$1,000 and has a useful life of more than one year

Supplies

- Tangible personal property with an acquisition cost of less than \$1,000 per item

Travel

- PHS Definition - Direct costs where such travel will directly benefit the project
- Domestic -- within the recipient's own country (if USA/Canada, includes travel between these countries)
- Foreign -- outside of the recipient's own country
- When federally funded, US Carrier for air travel MUST be used.

Other Direct Costs, examples:

- Publication costs and page charges
- Computer charges
- Equipment maintenance
- Rental and leases
- Tuition for graduate students; full time is considered 18 credit hours @ \$778 per credit hour for the Main Campus. For the most up-to-date tuition information, including information for Stuart and Chicago-Kent, check IIT's website: <http://www.enrollment.iit.edu>.

Consortium Costs/Subcontracts

- When a portion of the project takes place at another institution and involves programmatic, fiscal and administrative arrangements at the other institution. The other institution must be a separate legal entity independent of the grantee.

These costs include:

- Consortium Partner's Direct Cost
- Consortium Partner's Indirect/F&A Costs
- All costs above are DIRECT COSTS to the grantee institution

Indirect Costs/Facilities & Administrative Costs

- Modified Total Direct Costs (MTDC)

TOTAL DIRECT COSTS LESS:

- Equipment (cost of \$1,000 or more)
- Portion of subcontracts in excess of \$25,000
- Tuition
- Capital expenditures
- Patient care costs
- Rental costs of off-site facilities

Indirect costs/F&A rates at IIT (DHHS Agreement dated 04/07/04):

50% on-campus research
24% off-campus research
34% education

24% Moffett campus non-FDA programs
6% Moffett campus FDA programs

If sponsored by industry:
60% on-campus
30% off-campus

IPRO projects:
8% of total direct costs, all projects

If you should have any questions, please contact OSRP at 312-567-3035.