

FVI Budget Categories & Descriptions

Salary & Wages

Wages for salaried or hourly employees' portion of time devoted to the NYFVI-funded project. Must be able to consistently document staff time spent.

Employee Benefits

Fringe may be included for benefits-eligible employees at the contracting organization's established rates, for the portion of the individuals' work effort committed to the project.

Organizations that pay employee benefits, but don't have an established rate, will need to document costs for reimbursement.

Fringe rate is typically zero for Research Assistant and Summer Student positions.

Compensation, Graduate & Sabbatical

Some academic organizations require reimbursement of tuition and/or fees for Graduate Research Assistants to work on a project.

Capital Equipment & Fabrication

Intent to purchase equipment for a project requires strong justification. When using NYS funds, the threshold for equipment items is a total acquisition cost exceeding \$1,000; non-expendable items below this threshold are considered Supplies.

Historically, NYFVI has discouraged equipment purchases in the proposal budget as they require explicit approval from Ag & Markets prior to project contract.

If you choose to include equipment in your budget, you must provide a detailed explanation in the **Budget Narrative** section as to:

- > Why the item is essential to the project,
- > Why the item cannot be obtained otherwise at lower cost (i.e., rent, lease, borrow, etc.),
- > Who will use the item and for what percentage of its total use, and

- > The disposition of the item after the contractually-defined project termination. Expenditures for fabrication of equipment may include component parts, materials, and labor.

Travel- NYS (all project staff travel costs)

Travel must be within New York State and explicitly for conducting the activities directly associated with this project. Eligible travel costs include mileage, fleet/rentals, lodging, registration fees, parking, meals, etc. All expenses for mileage, lodging, and meals need to follow federal per diem rates and New York State Comptrollers' guidelines.

Must be able to consistently document with mileage logs, receipts, agenda for conference/meeting, reason for site visit.

Out-of-state travel is not allowed.

Materials & Supplies

Materials and Supplies that directly relate to the project are items whose per unit purchase price is less than \$1,000. Often these items have a useful life of one year or less.

Services & Lab Fees

Costs for services from internal or external providers using a simple “fee for service” approach. Lab Analysis is a typical cost in this category. Expenditures for printing and duplicating services also belong here. Page charges for journal publications will not qualify for reimbursement in this category.

Subcontracts

Portions of the project may be completed by persons or organizations other than the contracted organization. This could include consultants as well as partner organizations. All project costs incurred and paid by partner organizations should be included in the subcontract total.

IMPORTANT: Indirect, overhead, or F&A charges cannot be levied twice. (within the subcontract and again for the overall project)

Note that there are 2 different budget lines: one for subcontracts which **DO NOT** include indirect costs, and one for subcontracts which **DO** include indirect costs.

In the Excel Summary Budget:

- Use line 8 if the Subcontractor **DOES NOT** include indirect costs.
- Use line 12 if the Subcontractor **DOES** include indirect costs. The maximum indirect rate must not exceed 18%.

Submission of subcontract agreements will be required if the project is approved.

Conferences/Seminars (hosting costs for outreach events)

Costs associated with conducting a conference, workshop, seminar, or field day, that directly benefits farmers and relates to the project. May include costs for space, speaker, refreshments, etc. Charging attendees is permissible and funds must be used to defray event hosting costs.

Other Direct Expenses

Any cost that does not clearly fit in the established categories may be included here. Expenditures for postage or shipping (not included on an invoice or bill) can be listed.

Indirect Costs

Indirect, overhead or F&A fees are designed to offset basic operating costs and administrative support for managing the financial aspects of a project. They are calculated as a percentage of the overall budget and limited to 18%.