

**Trans-Atlantic Platform Recovery, Renewal and Resilience in a Post-Pandemic World (T-AP RRR)
Instructions for Budget and Budget Justification for U.S.-Based Applicants to the National
Science Foundation (NSF)**

Note: These are the instructions for U.S.-based applicants submitting proposals to the Trans-Atlantic Platform Recovery, Renewal and Resilience in a Post-Pandemic World (T-AP RRR) funding opportunity. Non-U.S.-based applicants should consult the T-AP RRR Call for Proposals and [T-AP Web site](#) for budget forms for other participating funding agencies.

Before developing a project budget, applicants should review the T-AP RRR Call for Proposals and the NSF Addendum to the Call for important information about proposal requirements. Please also consult the NSF [Proposal & Award Policies and Procedures Guide \(PAPPG, NSF 20-1\) Chapter II.C.2.g](#) for complete, detailed instructions for preparation of the budget form and budget justification. The instructions in this document are only a brief outline of budget documentation requirements by line item.

1. General

The NSF budget form template is provided as a Word document on the [T-AP Web site](#). You may need to “enable editing” to fill it out and/or save it. A separate budget form should be completed for each year of support requested. An additional form showing the cumulative budget for the full term of the project should be completed for proposals requesting more than one year of support. Label each budget form (e.g., “Year 1”, “Year 2”, “Year 3” or “Cumulative Budget”) at the top of the page.

The budget justification (five pages maximum) should be provided immediately following the cumulative budget. The amounts for each budget line item requested must be documented and justified.

Enter all costs in U.S. dollars. Follow the guidelines at the end of these instructions and the T-AP RRR Call for Proposals to create the T-AP RRR Summary Budget and Requested Budget file (that will include all the project partners’ budgets in a single PDF file).

2. Budget Form Line Items

A., B., and C. Salaries, Wages and Fringe Benefits List individually, all senior personnel under Part A, the requested person-months to be funded, and rates of pay. See [Exhibit II-3](#) of the PAPPG for the definitions of Senior Personnel. As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.

D. Equipment. Items exceeding \$5,000 and one year of useful life are defined as permanent equipment (unless lower thresholds are established by the organization). List item and dollar amount for each item.

E. Travel.

- 1. Domestic Travel:** Domestic travel includes travel within and between the U.S., its territories and possessions. Travel, meal and hotel expenses of grantee employees who are not on

travel status are unallowable. Costs of employees on travel status are limited to those specifically authorized by 2 CFR § 200.474.

2. **Foreign Travel:** Travel outside the areas specified above is considered foreign travel. When anticipated, the proposer must enter the names of countries and dates of visit on the proposal budget, if known. At the end of the grant period, the funders plan to sponsor a major conference to highlight all the funded projects. Please include funds for your Principal Investigators to travel to this conference. As the exact location has not been set yet, we recommend assuming it will be an international trip of approximately three nights.

F. Participant Support. This budget category refers to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects.

G. Other Direct Costs.

1. Materials and Supplies (including Costs of Computing Devices). Indicate types required and estimate costs. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the NSF project.
2. Publication/Documentation/Dissemination. Estimate costs of documenting, preparing, publishing, disseminating, and sharing research findings.
3. Consultant Services (also referred to as Professional Service Costs). Costs of professional and consultant services are allowable when reasonable in relation to the services rendered and when not contingent upon recovery of costs from the Federal government. Anticipated services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants' travel costs, including subsistence, may be included.
4. Computer Services. Include justification based on estimated computer service rates at the proposing institution. Purchase of equipment should be included under D (*Equipment*).
5. Subawards. Also include a complete budget form for each subaward and justify details.
6. Other. Any other direct costs not specified in Lines G1 through G5 must be identified on Line G6.

H. Total Direct Costs. Sum of Lines A through G should be entered in Line H.

I. Indirect Costs (also known as Facilities and Administrative Costs for colleges and universities). The applicable U.S. Federally negotiated indirect cost rate(s) must be used in computing indirect costs (F&A) for a proposal. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s), and such amounts should be specified in the budget justification.

J. Total Direct and Indirect Costs (F&A). Sum of Lines H and I should be entered on Line J.

K. Fees. Leave this line blank.

L. Amount of Request. Line L will be the same as Line J.

M. Cost Sharing. Leave this line blank.

Enter PI's and organizational representative's names in the boxes at the bottom of the form.

Inserting NSF Budget Information into the T-AP COVID-19 RRR Summary Budget Table

In addition to separate budgets for each funding agency, the T-AP RRR Call for Proposals requires a single, cumulative (i.e., across all years) Summary Budget that includes the costs (in Euros) being requested from all of the potential funders of the international proposal. The table below will guide you in converting your NSF cumulative budget information into the Summary Budget Table for the full T-AP RRR proposal.

NSF Cumulative Budget Form Item	Conversion	T-AP RRR Summary Budget Template Item
Total Salaries, Wages and Fringe Benefits (A+B+C)	Covert U.S. \$\$ to Euros	Salaries (Employment Costs)
Total Equipment (D)	Covert U.S. \$\$ to Euros	Equipment
Travel (E1 + E2)	Add Lines E1 (domestic) and E2 (international) travel. Covert U.S. \$\$ to Euros	Travel and Meeting (includes per diem)
Materials and Supplies (G1)	Convert Line G1 U.S. \$\$ to Euros	Consumables
Publication costs/ documentation/ dissemination (G2)	Convert Line G2 U.S. \$\$ to Euros	Dissemination and Knowledge Exchange Costs
Total Participant Support Costs (F1-F4) Other Direct Costs (G3-G6)	Lines F + G3-G6: convert U.S. \$\$ to Euros and list as separate line items: F, G3, G4, G5, G6	Other costs – Please specify
Total Indirect Costs (F&A) (I)	Covert Line I U.S. \$\$ to Euros	Overheads
Total Direct Plus Indirect Costs (J)	Convert Line J U.S. \$\$ to Euros	Total