Office of Sponsored Programs
Montana State University
309 Montana Hall
P.O. Box 172470
Bozeman, MT 59717-2470

January 2019
Leslie Schmidt
Authorized Organizational Representative
(406) 994-2381

OSP Information Sheet

IDC/F&A Rates:
Effective 9/17/15
44% Research-Federal
54.73% Private/Industry Sponsored
57% Instruction
34.5% Other Institutional Activities
26% Off-Campus
19.3% Off-Campus Other
17.5% CESU (MTDC)
17.5% National Park Service - YNP
17.5% USGS - MT Co-Op Fisheries

State Agencies:
IDC Rate: 25% of total direct costs, unless federal pass-through, then full federal rate applies

Employee Benefit Estimates:
(Percentages Based on Campus Wide Averages)
37.0% Faculty & Professional
47.0% Classified
38.0% Post-docs
1.0% Students (when registered full-time)
9.0% Hourly (students part-time)
OSP Term Pool - 1%

Benefit estimates are for budgeting purposes. Actual benefit percent varies with each employee. Employees at less than 1.0 FTE will be higher than stated.

Contact OSP for additional information.

The payroll paperwork/EPAF deadline is the 20th of every month (or the preceding workday if the date falls on a Sat./Sun.)

TRAVEL Information:
Lodging Allowances & Meal Per Diems:
In-State
Breakfast (12:01 am - 10:00 am) $93.00
Lunch (10:01 am - 3:00 pm) $6.00
Dinner (3:01 pm - 12:00 am) $12.00
Total meals/day: $23.00
Out-of-State (1-1-18)
In-State
Breakfast (12:01 am - 10:00 am) $93.00
Lunch (10:01 am - 3:00 pm) $11.00
Dinner (3:01 pm - 12:00 am) $23.00
Total meals/day: $46.00
Foreign
Current Federal Rates - See webpage below
Variable Rates
Mileage Rates:
Car: $.58, $.55 after 1,000 mi./month, & 0.279/mi. w/o use justification; Personal Aircraft: $1.16/mi. (as of 1/1/19)

Lodging Exceptions: Lodging without receipt = $12.00 per day
Actual costs allowed for lodging in high-cost cities and foreign travel rates are available on the web at:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Dates of Assurances of Compliance:
Rehabilitation Act - 09/02/77
Title VI, Civil Rights - 01/06/65
Title IX, Sex Discrimination - 07/21/76
FIPS State Code - 30

MSU Federal-Wide Assurance Numbers:
Human Subjects: 00000165 (expires 2/13/20)
Animal Welfare: A3627-01 AAALAC #713 (effective 07/15/97)

Date of IDC (F&A) Rate Agreement - 9/17/15
Cognizant Agency: DHHS, Jeannette Lu, 90 7th Street, Suite 4-600, San Francisco, CA 94103
Phone: (415) 437-7820 E-mail: dcasf@psc.hhs.gov

MSU Research Web Page: http://www.montana.edu/wwwvr/index.html
### Example 1 (without subcontract)

**MSU Budget Detail**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$36,000</td>
<td>$68,220</td>
</tr>
<tr>
<td>Benefits</td>
<td>$11,520</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$6,000</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$2,700</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$12,000</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$68,220</strong></td>
</tr>
</tbody>
</table>

**IDCs Calculation**

+ (IDCs are calculated as total directs less equipment & first $25k on subcontracts)

**Total** $92,957

### Example 2 (with subcontracts)

**MSU Budget Detail**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$36,000</td>
<td>$138,220</td>
</tr>
<tr>
<td>Benefits</td>
<td>$11,520</td>
<td></td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$70,000</td>
<td>$49,377</td>
</tr>
<tr>
<td>Supplies</td>
<td>$2,700</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$12,000</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$6,000</td>
<td>$187,597</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$138,220</strong></td>
</tr>
</tbody>
</table>

**IDCs Calculation**

+ (IDCs are calculated as total directs less equipment < 6000 & 1st $25k on subcontracts)

**Total** $187,597

### Example 3

**State of Montana (BOR Policy)** allows 25% - unless Federal pass through then full federal negotiated rate applies

**MSU Budget Detail**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$35,000</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>$11,200</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$2,750</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$53,450</td>
<td></td>
</tr>
<tr>
<td>IDCs</td>
<td>$13,362</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$66,812</strong></td>
</tr>
</tbody>
</table>

**F&A (IDC) Calculation Examples**

Current rates are available on page 1

### Cost Share/Match Calculation Example

Mt Board of Research & Commercialization requires 25% match of total funds requested

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested from sponsor</td>
<td>$187,500.00</td>
<td></td>
</tr>
<tr>
<td>25% match required</td>
<td>$62,500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$250,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

MSU Cost Sharing Policy is available at: [http://www.montana.edu/wwwvr/osp/Costsharingpolicy.html](http://www.montana.edu/wwwvr/osp/Costsharingpolicy.html)

For specific budget questions contact your OSP Fiscal Manager at 994-2381.

Fiscal Manager department assignments are available at: [http://www.montana.edu/wwwvr/osp/grants/OSPFiscalManagers.pdf](http://www.montana.edu/wwwvr/osp/grants/OSPFiscalManagers.pdf)