

Participant Support

Federal Definition

“This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not employees) in connection with federal sponsored conferences, meetings, symposia, training activities and workshops. Generally, indirect costs (F&A) are not allowed on participant support costs. The number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal. Some programs, such as Research Experiences for Undergraduates, have special instructions for treatment of participant support.”

- Participant Support costs **are not** a normal account classification
- Awardee organizations must be able to identify Participant Support costs
- Written prior approval from Program Officer is required for reallocation of Participant Support funds
- Participant Support eligibility – what did participants have to do to receive payment
- Documentation of attendees at conferences, workshops or training sessions

MSU Specifics

Participant Support: Non-MSU employees or students

Use account codes: 62868C – Contracted Services

(example is payment to a conference speaker)

62868M – Miscellaneous

(examples are workshop supplies or conference materials)

62868S – Scholarships

(example is payment to a non-MSU student to participate in a training session)

62868T – Travel

(examples are airfare, per diem, etc.)

Participant Support costs can vary depending on the sponsor

Good

SUMMARY PROPOSAL BUDGET Cumulative

ORGANIZATION Montana State University		FOR NSF USE ONLY		
		PROPOSAL NO.	DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR		AWARD NO.	Proposed	Granted
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF Funded Personnel - months		
		CAL	ACAD	SUMR
1.		0.00	0.00	3.00
2.				
3.				
4.				
5.				
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)		0.00	0.00	0.00
7. (1) TOTAL SENIOR PERSONNEL (1 - 6)		0.00	0.00	3.00
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)		Funds Requested By proposer		
1. (3) POST DOCTORAL ASSOCIATES		3.00	0.00	0.00
2. (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		0.00	0.00	0.00
3. (3) GRADUATE STUDENTS				67,500
4. (3) UNDERGRADUATE STUDENTS				26,520
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0
6. (0) OTHER				0
TOTAL SALARIES AND WAGES (A + B)				127,549
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				11,938
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				139,487
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)		\$ 11,000		
TOTAL EQUIPMENT				11,000
E. TRAVEL		1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		
		2. FOREIGN		
				9,600
				0
F. PARTICIPANT SUPPORT COSTS		TOTAL PARTICIPANT COSTS		
1. STIPENDS \$ _____		0		
2. TRAVEL _____		0		
3. SUBSISTENCE _____		0		
4. OTHER _____		0		
TOTAL NUMBER OF PARTICIPANTS (0)		0		
G. OTHER DIRECT COSTS		TOTAL OTHER DIRECT COSTS		
1. MATERIALS AND SUPPLIES		30,000		
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION		2,000		
3. CONSULTANT SERVICES		0		
4. COMPUTER SERVICES		0		
5. SUBAWARDS		0		
6. OTHER		45,000		
TOTAL OTHER DIRECT COSTS		77,000		
H. TOTAL DIRECT COSTS (A THROUGH G)		237,087		
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)		TOTAL INDIRECT COSTS (F&A)		
		75,152		
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)		312,239		
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS SEE GPG II.C.6.I.)		0		
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)		\$ 312,239 \$		
M. COST SHARING PROPOSED LEVEL \$ 0		AGREED LEVEL IF DIFFERENT \$		
PI/PD NAME		FOR NSF USE ONLY		
ORG. REP. NAME*		INDIRECT COST RATE VERIFICATION		
		Date Checked	Date Of Rate Sheet	Initials - ORG

A. Senior Personnel

One month of summer salary support per year is requested for the Principal Investigator on this project. The salary is adjusted for inflation by 4% annually.

B. Other Personnel

One part time Postdoctoral Researcher. 2 months for year 1. 1 month for year 2 to get the "project off the ground" while the Ph.D. student will take the majority of his/her classes.

One graduate student, \$22,500 annual stipend.

One undergraduate student, hourly wage \$8.50, 20 hours per week in average (full time in the summers, less while classes are in session).

C. Fringe Benefits

Fringe benefits are figured @ 30% for senior personnel and postdoctoral researcher and @ 2% for graduate undergraduate student.

D. Equipment

One pulsed amperometric detector in year 2 to reduce sample load on ion trap mass spectrometer and reduce analysis cost.

E. Travel

Two sampling trips per year to Yellowstone National Park (\$ 300 each for snowmobile rental and overnight accommodation). One trip for PI to national conference (travel, accommodation, registration fees) in year 1 (\$ 1,800), 1 trip for PI and Ph.D. student to national conference (travel, accommodation, registration fees) in years 2 and 3 (\$ 3,000).

G. Other Direct Costs

1. Materials and Supplies - Chemicals, microbial growth media components, sampling supplies, biofilm reactors, general lab supplies and chromatography supplies will be required for this work. laboratories at MSU are stocked with most of the

necessary glassware and non-consumables that will be required for the research. Additional biofilm reactors and anaerobic incubation jars will have to be purchased for the enrichments. Significant cost will incur due to the operation of the High Performance Liquid Chromatograph with Ion Trap Mass Spectrometer (HPLC/ion trap MS) and GC/MS. These instruments will require the purchase of ultra high purity gases, liquid nitrogen, solvents, chromatographic columns, septa, syringes, and mass spectrometer consumables (such as corona needles, filaments, etc.). Glovebox operation for anaerobic work will require the purchase of hydrogen and certified mixed gases. Significant cost will also incur for chemicals, pipette tips, and other consumables. Culturing work at elevated temperatures will require significant amounts of Phytigel™, Gelrite™, or similar media for solidification of growth media. Phylogenetic and proteomics work (Polymerase Chain Reaction (PCR), Agarose Gels, Electrophoresis Gels, cloning, and sequencing) will add significant costs to the project as well.

2. Publication, Presentation, and Report Costs - Cost for preparation of posters at national and local conferences, \$ 1000 in years 2 and 3.

6. Other - \$ 15,000 per year is budgeted for tuition for the Ph.D. student.

I. Indirect Costs

Indirect costs are figured @ 41.5% of the modified total direct cost (total direct less equipment and tuition).

BAD

SUMMARY PROPOSAL BUDGET YEAR 1

ORGANIZATION		FOR NSF USE ONLY			
Montana State University		PROPOSAL NO.	DURATION (months)		
			Proposed	Granted	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR		AWARD NO.			
A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF Funded Person-months		Funds Requested By proposer	Funds granted by NSF (if different)
		CAL	ACAD	SUMR	
1.		0.00	0.00	1.00	\$ 5,635
2.		0.00	0.00	1.00	\$ 5,992
3.					
4.					
5.					
6.	(0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00	0
7.	(2) TOTAL SENIOR PERSONNEL (1 - 6)	0.00	0.00	2.00	11,627
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1.	(0) POST DOCTORAL ASSOCIATES	0.00	0.00	0.00	0
2.	(1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	6.00	0.00	0.00	16,500
3.	(0) GRADUATE STUDENTS				0
4.	(3) UNDERGRADUATE STUDENTS				9,000
5.	(0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0
6.	(2) OTHER				3,840
TOTAL SALARIES AND WAGES (A + B)					40,967
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					3,488
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					44,455
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
	MJ Research thermocycler		\$	15,995	
	UVP BioDoc-It imaging Workstation M-20			5,995	
TOTAL EQUIPMENT					21,990
E. TRAVEL					
	1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				0
	2. FOREIGN				0
F. PARTICIPANT SUPPORT COSTS					
1.	STIPENDS \$ 99,000				
2.	TRAVEL 6,000				
3.	SUBSISTENCE 0				
4.	OTHER 69,700				
TOTAL NUMBER OF PARTICIPANTS (5)					
TOTAL PARTICIPANT COSTS					174,700
G. OTHER DIRECT COSTS					
1.	MATERIALS AND SUPPLIES				75,440
2.	PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				0
3.	CONSULTANT SERVICES				0
4.	COMPUTER SERVICES				0
5.	SUBAWARDS				92,907
6.	OTHER				4,000
TOTAL OTHER DIRECT COSTS					172,347
H. TOTAL DIRECT COSTS (A THROUGH G)					413,492
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)					
Materials & Supplies (Rate: 41.5000, Base: 75440) (Cont. on Comments Page)					
TOTAL INDIRECT COSTS (F&A)					61,792
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					475,284
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS SEE 3PG II.C.6.)					0
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$ 475,284 \$
M. COST SHARING PROPOSED LEVEL \$ 0					AGREED LEVEL IF DIFFERENT \$
PI/PI NAME		FOR NSF USE ONLY			
ORG. REP. NAME		INDIRECT COST RATE VERIFICATION			
		Date Checked	Date Of Rate Sheet	Initials - ORG	

Year 1:

Professional Technician: \$16,500

Lab technician is necessary to train the graduate student in genetic analysis, maintain lab quality.

Equipment: \$21,990

-MJ Research thermocycler: \$15,995. This project uses a very high number of genetic samples. This machine is required to raise lab throughput sufficiently to handle the project.

-UVP BioDoc-It Imaging Workstation M-20: \$5995. Digital gel reader. This machine is required to raise lab throughput sufficiently to handle the project.

Supplies: \$75,440.

-Computer & software: \$12500. 1 \$2500 laptop for each of 5 grad students

-PIT tags and readers \$11,700. Essential to track fish after age 1 year

This avoid much more expensive genetic resampling

-Chemicals: 42240. 2112 genetic samples @ \$20 per sample.

-Stream side incubators: 3200. Materials for 32 incubators at \$100 each.

-Hobo water temperature data loggers (24), reader & software: \$5000

-Field equipment: 800. Equipment for 4 grad students and 4 undergrads.

Other: 1/2 of sequencer service contract \$4000. Essential equipment for micro-satellite genotyping

Participant support costs: \$174700.

5 Graduate Fellowships \$99,000

-Travel: \$6000. \$4500 for transportation of field crews to work sites. \$1500 scientific meetings for 2 students at \$750 per meeting.

-Other: \$69,700. Tuition and fees for 5 nonresident students.

Subawards \$92,907

-Bozeman Fish Technology Center: \$92,907. Justification at end.

Banner Payment Authorization

DOC# _____

Vendor Name & Address

John Participant
somewhere USA

Check one of the following:
 Must receive a paper check.
 ACH (Direct Deposit) is acceptable.

Check one of the following:
 Vendor is current MSU employee or employed by MSU in the last 6 months.
 Vendor is not an MSU employee.

Invoice Date: March 20, 2007

Contact: XXXX

Fed Tax Id/SSN: XXXX

Date mailed W-9: _____

PO/ENC	P/F	Index	Fund	ORGN	Account	PROG	Activity	Amount	Location	Date Stamps
(Misc)		42XXXX			62868M					
(Cntr Svc)					62868C					
(Schlrship)					62868S					
(Travel)					62868T					

<p>Ref/Additional Information</p> <p>Participant Support: * non-MSU students * non-MSU employees * attendees at conferences or workshops * May include registration fees, travel allowances, manuals & supplies.</p>	<p>Total \$0.00</p>
<p>Remit Info (to be included on the check stub)</p> <p>Invoice #:</p>	<p>Authorized Signature _____</p> <p>Authorized Signature _____</p>

Revised 05.13.04

**MONTANA STATE UNIVERSITY
GRANTS & CONTRACTS PAY AUTHORIZATION**

Revised 8/02

New _____
 Revised _____

G & C Index No.: _____

ORG. NO.: _____ DEPARTMENT _____

Phone Number: _____

STUDENT'S NAME	BAL

*** gets coded to #62845**
*** credits student's fee bill**
*** no IDC's**
*** no BPA required**
*** if non-OSP funds, use**
3rd Party Billing Form instead

Academic Year: _____ to _____

Authorization Period:

Fall _____ Year 20 _____
 Spring _____ Year 20 _____
 Summer _____ Year 20 _____

AL	MISC. #1	MISC. #2	MISC. #3

COMMENTS: _____

- @ - G&C pays for GRA's on research grants and for undergraduate students on special grants.
- 6 - IF YOU WANT TO PAY A SPECIFIC DOLLAR AMOUNT ONLY, PLEASE ENTER THAT AMOUNT UNDER GEN. PAYMENT
- * - Tuition = incidental (Resident & Non-Resident)
- ** - Fees = Registration, Building, Computer and Equipment
- *** - Misc. #1 = Health, Dental, Activity, Bus, Athletics, Inramural Fees
- **** - Misc. #2 = Insurance
- ***** - Misc. #3 = Architecture, Interior Design, Foreign

NOTE: If tuition or fees change during this year, we will bill you for those increases automatically without further notification, unless you advise us otherwise.

Grants & Contracts Approval _____	Date _____	Authorized Signature _____	Date _____
White Copy - Grants & Contracts	Yellow Copy - Financial Aid	Pink Copy - Business Office	Gold Copy - Department

New Appointment
Change Only
Termination

Social Security No.
Banner ID No.

Office of Sponsored Programs
Montana State University
Bozeman, Montana 59717

APPOINTMENT FORM - TRAINEESHIPS & FELLOWSHIPS

Name: _____
Home Address: _____

Appoint

Date to Begin: _____

Total Gross Amount: _____

Amount to be Paid per Month: _____

This training or fellowship award is made for the
to the technical area of degree sought.

You are advised that amounts granted are taxable
and fees required for enrollment (not including
equipment required for courses of instruction).

No deductions are made for any purposes, such as
will not be sent to you. You must maintain your own income tax records for tax purposes. Contact the
IRS for more information.

I have read the above statement and understand I will be responsible for any tax liability resulting from amounts
received.

Student's Signature _____

APPROVAL

Principal Investigator _____ Date _____

Sponsored Programs Fiscal Manager _____ Date _____

White - OSGP _____ Yellow - Financial Aid _____

Pink - Department _____

Gold - Student _____

MSU APP-EMP-001

GRADUATE STUDENT
EMPLOYMENT AUTHORIZATION FORM
COLLEGE OF GRADUATE STUDIES

Graduate students at MSU may work
Paid Services, ASSIST Teaching, or
For this type of employment, a Grad
approval from the student's advisor is
Graduate students appointed as Grad
20 hours per week cumulatively for a
All campus employment of graduate
(Completed by Student)

Student Name _____

Student's Academic Department _____

Currently appointed as a Graduate Teach
Number of hours per week appointed as _____

Student Signature _____

(Completed by Employer)

Employing Department _____

Contact Name _____ Phone Number _____

Position Type: Temporary, Hourly

Classified

Professional

Adjunct

Other _____

Maximum hours/wk requested by employing Department: _____

Requested dates of employment: _____

Employer Signature _____ Title _____

APPROVED BY: _____ Title _____

Student's Academic Advisor _____ Title _____

Dean, College of Graduate Studies _____ Title _____

The College of Graduate Studies will make three copies. The original will be provided to Personnel & Payroll Services. Two copies will be provided to the employing department. One copy will be provided to the student's advisor.

Employment Aid Form (MSU-GRV-03-01)

*** grad students involved in research**
*** coded as Sal. & Ben.**
*** IDCs collected**
*** no more than 20 hours per week**