Guidelines – SBIR/STTR Phase I Proposal Budget Form

The offeror shall electronically submit a price proposal of estimated costs with detailed information for each cost element, consistent with the offeror's cost accounting and estimating system.

The proposal budget forms will keep a running total of your budget allocation vs. the maximum allowed value as you proceed through the elements.

This summary does not eliminate the need to fully document and justify the amounts requested in each category. Such documentation should be contained, as appropriate, in the text boxes or via uploads as indicated in the electronic form.

Offerors with questions about the appropriate classification of costs are advised to consult with an experienced accountant that has experience in government contracting and cost accounting principles. Information provided by the Defense Contract Audit Administration in their publication "Information for Contractors" may also be useful. This publication is available on-line at: https://www.dcaa.mil/Content/Documents/DCAAM_7641.90.pdf.

Proposal Budget

Below are the standard components of the Proposal Budget:

These sections will need to be completed and the pages to enter the information will automatically be available.

- Direct Labor
- Research Institution (STTR ONLY)
- Overhead
- General & Administrative (G&A)
- Profit Rate/Cost Sharing

You may have additional components that will apply to your proposed research.

Do any of these additional components apply to your proposed research? Check and select from the following categories that apply:

- Subcontractors/Consultants
- Other Direct Costs
    - Materials
    - Supplies
    - Equipment
    - Travel
    - Technical and Business Assistance
    - Other

Once the selected components have been saved, the pages will become available for input.

Proposal Budget - Direct Labor

Labor Costs and Information

- Enter the labor description and cost for each person who will be working on the proposed research effort.
- Note that each employee's contribution to the project must be identified in the Technical Proposal.
- Some examples of direct labor include Principal Investigator, Engineer, Scientist, Analyst or Research Assistant/Laboratory Assistant.
- Do not include labor costs for employees who are not directly contributing to the project. Costs for these should be included in the Overhead or G&A sections of this proposed budget.
- Any contributions from non-technical personnel proposed under direct labor shall be explicitly explained.
- **Note (STTR specific):** if Principal Investigator is from Research Institution then provide details of how the proposed hours were allocated to this effort in the Research Institution form and verify that these costs are not also covered in Direct Labor.

Note: Costs associated with company executives, accountants or administrative support are typically included in a company's general and administrative costs. If these costs are being proposed as direct labor, then provide the details of how the proposed hours were allocated to this effort and verify that these costs are not also covered in your overhead or G&A rate.

The following information is required for each employee (regardless of their role):

- **Labor Category** (drop-down menu)
- **Level of Education**
- **Years of Experience**

Calculate the Direct Labor cost. Is there a fringe rate? *(Yes/No)*

NOTE: Fringe benefits are costs related to employing your labor force. Examples include vacation, holiday labor cost, other paid leave labor costs, employer payroll taxes, 401(k) employer match, or contribution health insurance and similar benefits.

If Yes:

- Indicate Employee Hours, Employee Rate, Employee Fringe Rate and save your information.
  Note: *Detail the labor hours used for each year of the proposed research effort separately.*

If No:

- Indicate Employee Hours and Employee Rate.

Are the labor rates detailed above fully loaded? *(Yes/No)*

If Yes:

- Explain any costs that apply. Fully loaded labor rate is the full hourly cost to employ a worker, which includes wages and the burden of the additional costs such as fringe benefits, health insurance, facilities costs, etc.

Provide any additional information and cost support data related to the nature of the direct labor detailed above. ***Note:*** *Labor charges that do not compare favorably to state averages at http://www.bls.gov require additional documentation supporting the proposed salaries.*

If you have any necessary labor rate documentation, you can upload by drag and dropping or select the files: Note: *The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.*

Proposal Budget – Research Institution (RI) - (STTR ONLY)

Partnership with a Research Institution is required for the submission of STTR proposals. A minimum of 40 percent of the research or analytical work must be performed by the proposing SBC and minimum of 30 percent must be performed by the RI. The Principal Investigator may be employed by the SBC or the RI.

Research Institution Information

- Provide the name of the Research Institution, and a budget contact that the NASA Procurement Office can contact for budget information.
- Indicate if you can provide detailed budget information for the Research Institution in this Proposal, and if so, provide that information on this page.
- If you are unable to provide detailed budget information, enter the total cost and Principal Investigator name if he/she is from the Research Institution.

The following information is collected about the Research Institution:

Research Institution *(pre-populated field, RI Name will be listed)*

Budget Contact Information

- Prefix
- Budget Contact First Name
- Budget Contact Last Name
- Suffix
- Budget Contact Title
- Budget Contact Phone
- Budget Contact Email

Documents and Agreements

Do you have a Letter of Commitment from the RI? *(Yes/No)*

If Yes: upload the Letter of Commitment from the RI.

Do you have a signed Allocation of Rights Agreement from the RI?

If Yes: upload the signed Allocation of Rights Agreement.

Budget Details

Should the G&A rate for this proposal's budget include the cost for the RI? *(Yes/No)*

Are you able to provide detailed budget information for other roles from this RI? *(Yes/No)*

If Yes: the following information is collected:

- Direct Labor
  - Labor Category (select category from drop down menu)
  - Role
  - Hours
  - Rate
- Additional Costs
  - Overhead (Amount and Explanation)
  - G&A (Amount and Explanation)
  - Profit (Amount and Explanation)
- Does this RI have any other direct costs?
  - Other Direct Costs (select category from drop down menu)
  - Description
  - Vendor
  - Cost

If No: provide the **Total Cost**

Do you provide the authority to the Government to contact this Budget Contact? *(Yes/No)*
NOTE: *ensure you provide contact information for the RI.*

Proposal Budget – Overhead Cost

Overhead is defined as those indirect support costs incurred to support operations or direct production. These are costs directly related to projects but cannot be identified to one project or contract. This includes supplies used or consumed in a process but not identifiable to one project or contract. In summary it is related to the operation or production but not identifiable to one project, contract, order, or product.

- Specify current rate and base.
- Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR
- Provide a number for total estimated overhead costs to execute the project.
- Please detail the labor used for each year of the proposed research effort separately.

Now let's take a look at your Overhead. *{Rate (%) or Cost ($)}.*
If Rate is selected input, the percentage.
If Cost is selected input, the amount.
NOTE: possible Overhead cost elements include insurance, sick leave, and vacation.

Please specify the difference cost sources from which your company's Overhead costs are calculated.

Note: *A rate that has not been audited requires a detailed explanation of the cost base used to develop the rate and if possible, historical actual overhead rates for the past three years.*

Note: *If no labor overhead rate is proposed and the proposed direct labor includes all fringe benefits, you may enter "0" for the overhead cost line.*

Proposal Budget – General and Administrative (G&A) Costs

General and Administrative expense (commonly referred to as G&A) are those expenses incurred for the overall operation or running of the business. They are not identifiable to a project, contract, order, or product. They are not identifiable to operations or production. They are necessary expenses to run or manage the business. These expenses typically include rent, utilities, and management, marketing, and sales.

- Enter rate or total cost for the General and Administrative expenses for this Proposal.
- Specify current rate and base. Use current rate(s) negotiated with cognizant federal negotiating agency, if available, OR
- Provide a number for total estimated G&A costs to execute the project.
- Specify the different cost sources below from which your company's General and Administrative costs are calculated.
- Please detail the labor used for each year of the proposed research effort separately.

Now let's take a look at your G&A. *{Rate (%) or Cost ($)}.*
If Rate is selected input, the percentage.
If Cost is selected input, the amount.
NOTE: possible G&A cost elements include rent, utilities, and management.

Please specify the difference cost sources from which your company's General and Administrative (G&A) costs are calculated. Note: *A rate that has not been audited requires a detailed explanation of the cost base used to develop the rate and if possible, historical actual G&A rates for the past three years.*

Proposal Budget – Profit Rate and Cost Sharing

See Section 5.5 and 5.6. Contracts may include a reasonable profit. The reasonableness of proposed profit is determined by the Contracting Officer during Contract Negotiations. Reference FAR 15.404-4.

- For Cost Sharing, please enter rate or cost as a negative number.
- Profit to be added to total budget, shared costs to be subtracted from total budget, as applicable.

Cost Sharing
Shared costs are to be subtracted from total costs

Please provide details on cost-sharing calculations if desired.
Use the text box to explain how you came to your rate or cost and how it is reasonable.

Profit Rate
Profit is to be added to total cost

Please provide details on cost-sharing calculations if desired.
Use the text box to explain how you came to your rate or cost and how it is reasonable.

Proposal Budget – Subcontractors/Consultants

Subcontracts/Consultants costs will be included in the Other Direct Costs total but are initially entered as a separate category. A separate budget summary must be completed for each subcontract/consultant proposed.

Note: *A subcontract entered for performance of research or research and development differs from an arrangement with a vendor to provide a service such as machining, analysis with test equipment or use of computer time. The costs of such arrangements with vendors should be covered under Special Tooling, Testing, Test Equipment and Material or under Other Direct Costs.*

Subcontractor/Consultant Information

- Provide the name of the subcontractor/consultant, and a budget contact that the NASA Procurement Office can contact for budget information.
- Indicate if you can provide detailed budget information for the subcontractor/consultant, and if so, provide that information on this page.
- if you are unable to provide detailed budget information, enter the total cost.

If you have more than one you can add them one at a time. Click on the "Add Additional Subcontractor" button to add additional Subcontractors/Consultants.

The following information is collected for each Subcontractor/Consultant:

- Subcontractor/Consultant
- Prefix
- Budget Contact First Name
- Budget Contact Last Name
- Suffix
- Budget Contact Title
- Budget Contact Phone
- Budget Contact Email

Do you have a letter of commitment from the subcontractor/consultant? *(Yes/No)*

If Yes: upload the letter of commitment from the subcontractor/consultant.
Note: *If a commitment letter is not available, provide an explanation in the text box to include a point of contact and contact information in order for NASA to obtain the required document to confirm availability to perform the proposed work during the proposed timeframe.*

The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

If No: provide an explanation of any contact that was made with the subcontractor/consultant as to their availability to perform the proposed work. Provide information in the text box provided.
NOTE: *not providing the information now may delay award and contract negotiations.*

Should the G&A rate for this proposal's budget include the cost for this subcontractor/consultant? *(Yes/No)*

Are you able to provide detailed budget information for this subcontractor/consultant? *(Yes/No)*

If Yes: the following information is collected:

- Direct Labor
  - Labor Category (select category from drop down menu)
  - Role
  - Hours
  - Rate
- Additional Costs
  - Overhead (Amount and Explanation)
  - G&A (Amount and Explanation)
  - Profit (Amount and Explanation)
- Does this subcontractor/consultant have any other direct costs?
  - Other Direct Costs (select category from drop down menu)
  - Description
  - Vendor
  - Cost

If No: provide the **Total Cost**

Do you provide the authority to the Government to contact this Budget Contact? *(Yes/No)*
NOTE: *ensure you provide contact information for the subcontractor/consultant. Upon request of the contracting officer, the subcontractor's cost proposals may be sealed or mailed directly for government eyes only.*

Proposal Budget – Other Direct Costs (ODCs)

For all ODCs: Provide any additional information for the proposed ODCs, including basis for cost estimation, in the text box provided. Refer to FAR 31.205 - Selected Costs for determination of cost allowability.

Note: The purchase of equipment, instrumentation, or facilities under SBIR/STTR must be justified by the offeror and approved by the government during contract negotiations. Firms should be prepared to justify all material, supplies, and equipment costs during negotiations.

ODCs – Materials and Supplies

The following is collected for both the Materials and Supplies section:

- Description
- Vendor
- Quantity
- Total Cost

Exclusive for this contract? *(Yes/No)*

Competitively Sourced? *(Yes/No)*

Consumable? *(Yes/No)*

Do you have supporting documents for this ODC? *(Yes/No)*

If Yes: supporting documents should be uploaded as the proposed cost will be justified. *(Vendor quote, competitive quotes, catalog prices, estimates etc.)*
NOTE: The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

If No: provide supporting comments for this ODC.
NOTE: *General materials or supplies without adequate explanation of the components, quantity and use of said items are not an acceptable breakdown. The Contracting Officer will make the final determination.*

ODCs – Equipment

The need for these items, if proposed, will be carefully reviewed. Equipment must be made in the USA to the maximum extent practical. Normally the costs of any equipment should be quoted on a purchase basis, unless the offeror can demonstrate that lease or rent of the equipment is clearly advantageous to the government. The Contracting Officer will make the final determination.

The following information is collected for the Equipment section:

- Description
- Vendor
- Quantity
- Total Cost

Exclusive for this contract? *(Yes/No)*

Competitively Sourced? *(Yes/No)*

Do you have supporting documents for this ODC? *(Yes/No)*

If Yes: supporting documents should be uploaded. *The offeror should provide competitive quotes to support the proposed costs or should justify why only one source is available. Competitive quotes may be signed quotes from vendors or copies of catalogue pages.* **NOTE:** The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

If No: provide supporting comments for this ODC. **NOTE:** *In the supporting comments block provide the basis for the proposed price. The Contracting Officer will make the final determination.*

ODCs – Travel

All proposed travel must be necessary for the success of the research. Sources of the estimates should be identified when travel is proposed along with a justification for each trip. Proposed travel costs shall be in accordance with the Federal Travel Regulation http://www.gsa.gov/federaltravelregulation.

The following information is collected for the Travel section (detailed accounting of all proposed expenses should be included to the fields that apply):

- Description
- Location From
- Location To
- Number of People
- Number of Days
- Total Airfare
- Total Car Rental
- Total Per Diem
- Total Other
- Total Cost
- Purpose of Trip
- Source of Estimates
- Explanation/Justification

ODCs – Other

List all other direct costs that are not otherwise included in the categories described above such as rental of facilities, etc. Either Supporting Comments or Supporting Documents upload must be included when listing additional ODCs.

The following information is collected for the Equipment section:

- Description
- Vendor
- Quantity
- Total Cost

Exclusive for this contract? *(Yes/No)*

Competitively Sourced? *(Yes/No)*

Do you have supporting documents for this ODC? *(Yes/No)*

If Yes: supporting documents should be uploaded. **NOTE:** The maximum file size permitted is 2 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

If No: provide supporting comments for this ODC.

ODCs – Technical and Business Assistance (TABA)

TABA allows an additional supplement to the award ($6,500 for Phase I Awards) and is aimed at improving the commercialization success of SBIR awardees. TABA may be obtained from entities such as public or private organizations, including an entity established or funded by a U.S. state that facilitates or accelerates the commercialization of technologies or assists in the creation and growth of private enterprises that are commercializing technology.

NOTE: *Offerors are not required to request TABA at Phase I, and there is no prerequisite that an offeror must use Phase I TABA funding to obtain a Phase II award or request TABA funding at Phase II.*

If an offeror decides to request TABA at Phase I, the offeror must request TABA authority from NASA in the Phase I proposal submission. Requests for TABA funding are not reviewed under the technical evaluation of the proposal, and the request for TABA funds will not be part of the decision to make an award. All TABA requests will be reviewed after a proposal is selected for award and during the contract negotiation process.

The following information is collected for the TABA section:

- Vendor
- Address
- City
- State
- Zip
- Zip+4
- DUNS+4
- Prefix
- Vendor Contact First Name
- Vendor Contact Last Name
- Suffix
- Vendor Contact Phone
- Vendor Contact Email
- What is the proposed cost? (The proposed cost cannot exceed $6,500.00)
- Provide a detailed explanation of the services to be provided.
- Upload the price quote from the Vendor (this field is optional)

For information on how to request TABA, please see sections 3.3.13 (Phase I), Request for Use of Technical and Business Assistance Funds. Technical and business assistance does not count toward the maximum award amount of your Phase I contract. Approval of technical and business assistance is not guaranteed and is subject to review by the Contracting Officer. A description of any technical and business assistance obtained under this section and the benefits and results of the technical or business assistance provided will be a required deliverable of your contract.

Proposal Budget - Review

Prior to submitting the Proposal Budget form, this section will allow you to review all information that has been entered. This section will display if any fields are missing that needs to be updated. Once all fields are captured and has been reviewed, you may submit the form.