

OSRAA OUTREACH AND EDUCATION

FEBRUARY 2016

Today's Agenda

- Today is Linus Pauling's Birthday Celebration!
- What's new on the OSRAA Website
- Building/space rental
 - Budgeting
 - Expending
 - Deposits
 - F&A charges
 - TDC & MTDC

SF424-A Form

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) original	(2) revised	(3)			
a. Personnel	\$	\$	\$	\$	\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Income	\$	\$	\$	\$	\$	0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Facility Rental – project work space

- Rental of facility to perform project work
 - Examples: office space, forest research station work facilities
- Should be in Other section of proposal budget
- Use account code 24161 (Building Rental) when paying invoice
- Excluded from MTDC base for F&A calculation; not excluded in TDC base

Facility Rental – travel expense

- Rental of facility to house individuals traveling for field work
- Examples: rental house, forest research station housing facilities
- Should be in Travel section of proposal budget
- Use account code 39119 (Group Travel) when paying invoice
- Included in MTDC base for F&A calculation; included in TDC base for F&A calculation

Refundable deposits for all facility rentals (workspace and lodging)

- Not yet a project expenditure and should not be billed to sponsor
 - Use account code B4901 (Miscellaneous Deposit) when paying deposit
 - Deposit will be cleared when refunded or applied to amount owed for rent

What do I do with a mixed-use facility rental?

- Some facilities may serve as both project work space and housing accommodations
- If facility provides separate fees for each function, split payment between account codes 24161 and 39115, according to use.
- If facility charges one rental rate for all purposes, determine preponderance of use