

Budget Guidelines – Fiscal Year 2026

The following rates and guidelines should be used when developing budgets for external proposals. In constructing a budget, use the appropriate budget templates available on the [OSP website](#). Questions about these guidelines or developing a budget for a sponsored project can be directed to your OSP Pre-Award Team contact.

A. Senior Personnel: Only full-time Montclair faculty, staff and employees are included in this section of the budget. (Do not include part-time employees here.)

1. Release Time/Full-Time Staff Salary

- Full-time faculty members may apply for release time from their regular teaching load. Amounts are determined by the nature of the project and needs of the faculty member's department. Release time from courses is included in the project budget and calculated at the faculty member's full salary rate. *Generally, one three-credit course release during the academic year is equal to 12.5% of a faculty member's 10-month salary.*
- Full-time personnel may be hired to work on a project.
- Administrative personnel may be requested if *integral* and *specific* to a project and *explicitly* included in the budget.
- A 3.5% annual projected cost of living increase is included, starting in Year 2.
- *Fringe benefits for Release Time/Full-Time Staff are charged at 28.1%*, as negotiated with the U.S. Department of Health and Human Services. Fringe benefit charges are included in the project budget to cover the cost of the full-time faculty/staff member's benefits (e.g., health, dental, disability) while working on the project.

2. Part-Time/Summer Staff Salary

- Faculty can be paid for up to two months in the summer at a rate of 10% of their base salary per month.
- Faculty can be paid a small stipend to serve as mentors or specialists on a training-based grant.
- Part-time personnel can be hired to work on a grant paid at an hourly rate.
- *Fringe benefits for Part-Time/Temporary Staff, and Summer Faculty salary are charged at 9.2%*, as negotiated with the U.S. Department of Health and Human Services

B. Other Personnel

- 1. Student Assistants** (undergraduate or graduate) are paid an hourly wage at a rate between \$15.92 and \$25.00 per hour, depending on the status and experience of the student. Undergraduate students can work a maximum of 20 hours per week when classes are in session. Graduate student workers can work a maximum of 30 hours per week when classes are in session. All students can work a maximum of 35 hours per week during breaks and vacation. For more information, see Montclair's [Student Employment Policy](#). *Fringe benefits for Hourly Student Assistants are charged at 1.1%*, as negotiated with the U.S. Department of Health and Human Services.
- 2. Graduate Assistants (GA)** stipends are approximately \$7,000–\$15,000/academic year for a Master's GA's. Doctoral GA's may be paid up to \$22,000 per academic year. Tuition for Graduate Assistants is included in the budget request to the sponsor. For more information, see Montclair's [Student Employment Policy](#). *Fringe benefits for Graduate Student Assistants are charged at 1.1%*, as negotiated with the U.S. Department of Health and Human Services.

**** Please note that GAs who work in the summer are considered Student Assistants (for the summer period of employment only).** Hourly wages and fringe benefits for their summer salary should be budgeted and a 2.5% cost of living increase should be budgeted starting in year 2.

- 3. Post-Doctoral Researchers** are hired as full-time personnel and receive full-time fringe benefits. Their salary is to be determined by the principal investigator based on the prospective Post- Doctoral Researcher's education and experience. (As a guide, [NRSA training rates](#) currently run up to \$75,564 based on years of experience.) *Fringe for Post-Doctoral Researchers/Fellows are charged at 14.8%* as negotiated with the U.S. Department of Health and Human Services.

- D. Equipment:** Equipment items are single items of equipment which have a useful life of more than one year and an acquisition cost of \$5,000 or greater. Items such as computers, printers, and other peripheral devices that cost less than \$5,000 may be considered “materials and supplies” on proposals to federal sponsors.
- E. Travel:** Domestic and international travel costs should be calculated separately. Travel includes per diem, lodging and transportation. All flights must be booked and flown through a domestic carrier per the Fly USA Act. Please see specific agency guidelines for program specific details. Use the [U.S. General Services Administration website](#) to calculate domestic per diem, lodging, and meals and incidentals. For international travel, use the [U.S. State Department website](#) to calculate international per diem, lodging, and meals and incidentals. Conference registration fees may also be included in travel.
- F. Participant Support:** This section is specific to sponsor supported training/workshop activity, and typically includes support paid to external participants **who are not employees of Montclair**, e.g., teachers, trainees, fellows, student stipends and associated travel, subsistence, and other allowable, supported costs.

Important Note: This category is not used for incentive payments to human subjects. (Those costs are typically included as “other” direct costs.)

1. **Stipends:** \$ _____ per/day for _____ days for _____ participants.
 2. **Travel:** \$ _____ per/person for _____ participants.
 3. **Subsistence:** \$ _____ per/person for _____ participants.
 4. **Other:** \$ _____ per/person for _____ participants.
- G. Other Direct Costs:** Under this category in the budget for a federal grant, you may include materials and supplies, publications costs, consultant services, computer services, and subawards.
1. **Materials and Supplies:** Typically, consumable items necessary for carrying out the project (e.g., lab supplies). General office supplies are not an allowable cost on federal awards. “Computing Devices,” including computers, printers, storage devices, etc., on proposals to federal sponsors may be considered “supplies” in some circumstances. In general, materials and supplies should be broken down by item and quantity.
 2. **Subcontracts:** Subcontracts (or subawardees) are included in the project budget when a significant portion of the work conducted on the project will be performed by the subcontractor (e.g., a collaborating university or business/corporation or other external entity). Subcontractors generally have their performance measured against the full scope of work of the project, and are responsible for programmatic decision making and adherence to sponsor guidelines. In carrying out their work, subcontractors use their organization’s facilities, personnel, etc., and operate under the auspices of their organization. Prospective subawardees must provide Montclair with a completed subrecipient form, a scope of work, budget and budget justification and any required proposal specific materials.

The total cost of a subaward/subcontract, to include the subcontractor’s total direct and indirect costs are typically included in Montclair’s budget, unless each collaborating institution is submitting their part of the project independently to the sponsor (e.g., NSF “linked collaborative” proposal).
 3. **Contractors:** Contractors (often called consultants or vendors) are independent providers of technical assistance and support, and are not Montclair employees. Contractors typically work short-term on an aspect of a sponsored project (e.g., testing, evaluation, analysis) independent of the daily management and direction of the project. Contractors may also be paid to provide independent services (workshops, etc.) to the participants in the project or program. A contractor’s salary should be calculated in terms of (\$) rate per day x the number of days required for each year of the project. A detailed explanation of the contractor’s role and responsibilities must be in the budget narrative. Contractors should provide a separate “contracting letter” or “consulting letter” on their own letterhead, outlining their role on the project and specifying an hourly rate of pay x the number of hours anticipated he/she will work on the project and the total requested.

Note: If you are unsure as to whether your collaborator is a subawardee, or a vendor/consultant, OSP’s [Subcontractor Guidance](#) page provides a useful checklist to assist in making this determination in consult with your assign OSP pre-award contact.
 4. **Human Subjects Incentives:** University research projects may require the participation of human subjects. Often, these individuals receive payments or incentives for their participation that are consistent with the approved IRB protocol. These payments/incentives must be directly related to research activities.

5. Tuition: A complete list of per credit rates is posted on the Montclair [Tuition and Fees](#) web page. A 3% annual projected tuition increase is included, starting in Year 2.

I. Indirect Costs: Also referred to as facilities and administrative costs (F&A), indirect costs are applied to all direct costs to include (but not limited to) salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. Indirect costs are not charged on equipment, rental costs, tuition, participant support costs, and the portion of each subaward greater than \$25,000. Montclair's on-campus provisional (until amended) indirect cost rate is 46% of modified total direct costs (MTDC). The off-campus indirect cost rate is 14.7%. The off-campus rate applies when 50% or more of the activities on the project will take place in facilities or locations that are located off-campus. These rates have been negotiated with the Department of Health and Human Services, most recently on 10/27/2021, and can be found at [OSP's website](#).

Some sponsors impose their own indirect costs rates (most typically, private sponsors). If the funding agency specifies an allowable indirect cost rate different than Montclair's federally negotiated rate, that rate must be documented by the sponsor (typically in the RFP) and used in calculating the budget.