

Georgia Tech and Emory ARPA-H Collaboration

Training Research Administrators

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ARPA-H Training Outline

- Introduction
- Objectives
- General Considerations
- Base and Optional Year(s) Tab
- Attachments
 - Materials & Supplies
 - Equipment
 - Travel
 - Additional Attachments
 - Budget
- Cost Breakout
- Helpful Hints

EMORY



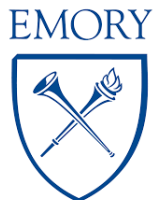
Objectives

- Review DARPA Standard Cost Proposal Spreadsheet Single Technical Area (TA)
 - ARPA-H will have a different cost proposal spreadsheet, but it's assumed that it will be very similar to the DARPA cost proposal spreadsheet
- Get participants familiar with complex budget spreadsheets in preparation to complete an ARPA-H budget proposal upon receipt of full proposal invitation



General Considerations

- There are 25 worksheets within the Single Technical Area (TA) spreadsheet
- Gray cells have formulas that should not be changed unless the formula doesn't match your organization's business practices
- Yellow or Clear cells are for data entry
- DO NOT DELETE tabs, rows, or columns that exist in the template. If you don't want to see a tab, row, or column, use the Hide function.
- Summary of Documentation (found on the General tab) will automatically update based on cost proposal entry on spreadsheet
- If a new line is added to any tab, it must be added to all tabs in the spreadsheet
- Accounting periods are defined by the organization, but you must be consistent throughout the proposal
 - For example: Georgia Tech's Fiscal Year is July 1st – June 30th



Base and Optional Year(s) Tab

- Refer to the Broad Agency Announcement (BAA) or program solicitation for detailed information about the phases and length of each

C. Program Structure

██████████ is a 48-month, three-phase program focused on developing integration technologies to compact and reduce loss of on-chip and off-chip RF interconnects. Phase 1 (Base) will be 18 months, whereas Phases 2 (Option 1) and 3 (Option 2) will be 15 months each. Information on

- In this example, the base year is 18 months and optional years 2 and 3 are 15 months



Budget Workshop

Budget Considerations

- Will the project include any subawardees or consultants?
 - Follow your institution's policies and 2 CFR 200
 - Provide subawardee/consultant documentation including proposed scope of work and other documentation to verify costs
- Are the travel estimates detailed using per diem rates?
- Are the materials/supplies, equipment, and other direct costs itemized?
- Avoid breaking down costs into too many subtasks



Attachments: Materials & Supplies and Equipment



EQ001 *Budgetary* Quotation

Customer Reference		
Quotation Number	Quotation Date 12-7-2021	Expiration Date 12-7-2021
Agreement Number/Expires N/A	Final Destination Country United States	
Payment Terms Net 30 days	Incoterms DDP	

Attention:

Customer Address:

Georgia Institute of Technology

Account Manager:

Keysight Technologies
1400 Fountaingrove Pkwy
Santa Rosa, CA 95403
707-477-6087 (cell)

- Quotes must be provided for M&S and Equipment over \$5,000
 - Can be vendor quote, past purchase order/invoice or information found on the vendor's website
 - M&S nomenclature – MAT001, MAT002, MAT003, etc.
 - Equipment nomenclature – EQ001, EQ002, EQ003, etc.

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Attachments: Travel

- First and last day of travel is charged at 75% for Meals & Incidental Expenses (M&IE) Per Diem rate
- For lodging and M&IE use federal Per Diem rates found at <https://www.gsa.gov>
- Backup documentation must be submitted for airfare (at the economy rate) and rental cars



Additional Attachments

- Other Direct Cost (ODC) Details
 - Refer to your institution's website or OSP for approved rates
 - Supporting documentation required for anything over \$5,000
 - ODC nomenclature – ODC001, ODC002, ODC003, etc.



Cost Breakout

- Costs will be broken out three ways and should total the full proposal cost:
 1. Expenditures by Month
 - Based on base and option years
 2. Milestones & Deliverables
 - Cost of task/subtask
 3. Tasks
 - Each task defined in the SOW should have a tab that shows the cost breakout for labor, equipment, M&S, travel, etc. The total of each task MUST equal the total cost summary of the project.
 - Add new tab for additional tasks if more are needed
- Work with PI to establish cost breakout and how it ties to each task/subtask, if it is a task of the prime or subawardee(s)



Helpful Hints

- If you change the formula on one tab you must change it on each subsequent tab of the spreadsheet
 - For example, GT follows MTDC and F&A is only calculated on the first \$25,000 of a subaward. I had to modify the formula to make sure the additional subaward cost was not charged F&A
- Ensure that MTDC (Modified Total Direct Costs) is being followed: excluding equipment, capital expenditures, tuition remission, subaward cost in excess of \$25,000



Questions?

