



# Directorate for Biological Sciences Virtual Office Hour

Welcome! We will begin the Virtual Office Hour soon.  
Please submit questions in the Zoom Q&A box.



# Welcome!

## Directorate for Biological Sciences (BIO)

### Program Directors in attendance today:

- Diana Chu
- Anna Allen
- Amanda Simcox
- Karen Cone

### Administrative Support & Technical Assistance:

- Jennifer Viosky



# BIO Virtual Office Hour

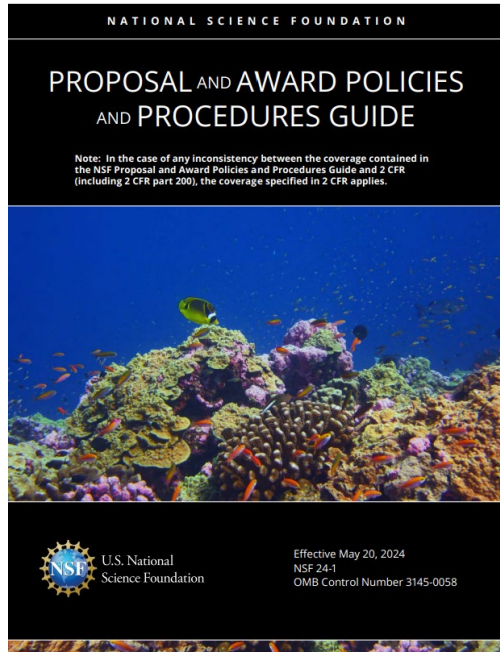
## Today's Agenda

- Updates and Reminders
- Active Solicitations
- Topic of the Day: Budgets and Budget Justifications
- Q & A



# Reminders: General

## Proposal & Award Policies & Procedures Guide (PAPPG)



- Current version is NSF 24-1
- Latest version can always be found at [https://nsf-gov-resources.nsf.gov/files/nsf24\\_1.pdf](https://nsf-gov-resources.nsf.gov/files/nsf24_1.pdf)
- Check for recent mini-updates (supplements)

## Implementation of Executive Orders

- Updates on NSF Priorities can be found at <https://www.nsf.gov/updates-on-priorities>
- Updates on NSF's Implementation of Executive Orders can be found at <https://www.nsf.gov/executive-orders>



# Reminders: Solicitations

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**DBI:** Infrastructure Innovation (NSF 23-578)

**DBI:** Infrastructure Capacity (NSF 23-580)

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**DEB:** Core solicitation (NSF 24-543)

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**IOS:** Core solicitation (NSF 24-546)

**IOS:** Plant Biotic Interactions (NSF 20-576)

**IOS:** Plant Genome Research Program (NSF 24-547)

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**MCB:** Core solicitation (NSF 24-539)

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Be sure you refer to the most up-to-date PAPPG  
and most recent solicitation

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# Today's Topic

## Budgets 101

How to write a great budget and justification



# Office of Award Management (formerly, Division of Grants and Agreements)

- Lisa Scott-Moring, Deputy Head
- Deidre Coates, Branch Chief
- Vanessa Richardson, Team Leader
- Shirley Kerchner, Grants Administrator
- Sharon Glivens, Grants Specialist for DEB/MCB, [sglivens@nsf.gov](mailto:sglivens@nsf.gov)
- Termia Talbert, Grants Specialist for DBI/EF/IOS, [ttalbert@nsf.gov](mailto:ttalbert@nsf.gov)
- Willie Mae Powell, Team Leader



# Budget

Budgetary guidelines are found in both the PAPPG and in specific program solicitations

- The proposal must contain a budget for each year of support requested.
- Know what various elements of your project will cost (at least roughly).
- Ask for what you need:
  - Realistic and reasonable (Tip: see recent awards)
  - Well-justified [Browse projects funded by this program](#)
  - Consistent with program guidelines
- Eligible costs include:
  - Personnel
  - Equipment
  - Travel
  - Participant Support
  - Other direct costs (materials, publications, services, subawards, "other")

				FOR NSF USE ONLY			
SUMMARY PROPOSAL BUDGET				PROPOSAL NO.		DURATION (MONTHS)	
ORGANIZATION XXXX				Proposed		Granted	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR JOHN DOE							
				AWARD NO.			
<b>A. SENIOR PERSONNEL: P/PI/D, Co-PIs, Faculty and Other Senior Associates</b> List each separately with name and title. (A.7. Show number in brackets)				NSF-Funded Person-months		Funds Requested by Proposer	
				CAL		ACAD	
				SUMR			
1. John Doe				1.0		\$12,020	
2.							
3.							
4.							
5.							
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)							
7. (1) TOTAL SENIOR PERSONNEL (1-6)						12,020	
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>							
1. (1) POSTDOCTORAL ASSOCIATES				2.0		19,334	
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)							
3. ( ) GRADUATE STUDENTS							
4. ( ) UNDERGRADUATE STUDENTS							
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							
6. ( ) OTHER							
TOTAL SALARIES AND WAGES (A + B)							
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>							
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)</b>							
TOTAL EQUIPMENT							
<b>E. TRAVEL</b>				1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)			
				2. FOREIGN			
<b>F. PARTICIPANT SUPPORT</b>							
1. STIPENDS \$ 15,000							
2. TRAVEL 5,000							
3. SUBSISTENCE 3,000							
4. OTHER 2,000							
TOTAL NUMBER OF PARTICIPANTS (12 )						TOTAL PARTICIPANT COSTS	
<b>G. OTHER DIRECT COSTS</b>							
1. MATERIALS AND SUPPLIES							
2. PUBLICATION/DOCUMENTATION/DISSEMINATION							
3. CONSULTANT SERVICES							
4. COMPUTER SERVICES							
<b>5. SUBAWARDS</b>						37,082	
<b>6. OTHER</b>						4,082	
TOTAL OTHER DIRECT COSTS							
<b>H. TOTAL DIRECT COSTS (A THROUGH G)</b>							
<b>I. INDIRECT COSTS (F&amp;A) (SPECIFY RATE AND BASE)</b>							
TOTAL INDIRECT COSTS (F&A)							
<b>J. TOTAL DIRECT AND INDIRECT COSTS (H + I)</b>							
<b>K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG I.D.7.)</b>							
<b>L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)</b>						\$	
<b>M. COST SHARING: PROPOSED LEVEL \$</b>				<b>AGREED LEVEL IF DIFFERENT: \$</b>			
PI/D TYPED NAME AND SIGNATURE*				DATE		FOR NSF USE ONLY	
ORG. REP. TYPED NAME & SIGNATURE*				DATE		INDIRECT COST RATE VERIFICATION	
						Date Checked Date of Rate Sheet Initials-ORG	

# Budget Justification

- Provides a detailed breakdown of spending in each category and justification for requested amounts
- No more than five pages for all years of the project
- **Best practice**
  - Make it easy for NSF staff to find related information in the budget and justification
  - Use line item titles to label justification sections; include key \$ amounts (total, cost breakdown).

SUMMARY PROPOSAL BUDGET				FOR NSF USE ONLY	
ORGANIZATION XXXX		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR JOHN DOE		AWARD NO.		Proposed	Granted
<b>A. SENIOR PERSONNEL: P/PI/D, Co-PIs, Faculty and Other Senior Associates</b> List each separately with name and 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.	John Doe	1.0			\$12,020
2.					
3.					
4.					
5.					
6.	( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)				
7.	(1) TOTAL SENIOR PERSONNEL (1-6)				12,020
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>					
1.	(1) POSTDOCTORAL ASSOCIATES	2.0			19,334
2.	( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				
3.	( ) GRADUATE STUDENTS				
4.	( ) UNDERGRADUATE STUDENTS				
5.	( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				
6.	( ) OTHER				
TOTAL SALARIES AND WAGES (A + B)					
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)</b>					
TOTAL EQUIPMENT					
<b>E. TRAVEL</b>					
1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					
2. FOREIGN					
<b>F. PARTICIPANT SUPPORT</b>					
1.	STIPENDS \$ 15,000				
2.	TRAVEL 5,000				
3.	SUBSISTENCE 3,000				
4.	OTHER 2,000				
TOTAL NUMBER OF PARTICIPANTS (12)					
TOTAL PARTICIPANT COSTS					
<b>G. OTHER DIRECT COSTS</b>					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
<b>5. SUBAWARDS</b>					37,082
<b>6. OTHER</b>					4,082
TOTAL OTHER DIRECT COSTS					
<b>H. TOTAL DIRECT COSTS (A THROUGH G)</b>					
<b>I. INDIRECT COSTS (F&amp;A) (SPECIFY RATE AND BASE)</b>					
TOTAL INDIRECT COSTS (F&A)					
<b>J. TOTAL DIRECT AND INDIRECT COSTS (H + I)</b>					
<b>K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG I.D.7.)</b>					
<b>L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)</b>				\$	\$
<b>M. COST SHARING: PROPOSED LEVEL \$</b>				AGREED LEVEL IF DIFFERENT: \$	
PI/PO TYPED NAME AND SIGNATURE*		DATE		FOR NSF USE ONLY	
ORG. REP. TYPED NAME & SIGNATURE*		DATE		INDIRECT COST RATE VERIFICATION	
				Date Checked	Date of Rate Sheet
				Initials-ORG	

# Budget Justification – Senior, Other Personnel

A. SENIOR PERSONNEL: PI/PO, Co-PIs, Faculty and Other Senior Associates List each separately with name and 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. John Doe	1.0			\$12,020	\$
2.					
3.					
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (1) TOTAL SENIOR PERSONNEL (1-6)				12,020	
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>					
1. (1) POSTDOCTORAL ASSOCIATES	2.0			19,334	
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A + B)					
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					

## A. Senior Personnel (Total \$)

PI: Dr. Who (mo/yr)

Co-PI: Dr. Strange (mo/yr)

## B. Other Personnel (Total \$)

Postdoctoral scholar (mo/yr)

Graduate student (mo/yr)

## C. Fringe Benefits (Total \$)

### PAPPG II.D.2.f.i/ii

- As general policy, NSF limits the salary for each senior/key person to two months of their regular salary in any one year (summed over all current NSF awards)
- Compensation >two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice
- Personnel categories are defined in [Exhibit II-3](#) of the PAPPG



# Budget Justification – Equipment, Travel

D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)			
TOTAL EQUIPMENT			
E. TRAVEL	1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		
	2. FOREIGN		

D. Equipment (Total \$)

E. Travel (Total \$)

## PAPPG II.D.2.f.iii

### Equipment:

- Generally, tangible property with a useful life >1 year and cost >\$5,000
- Limited to equipment not already available for conduct of the research
- Must be disclosed in the proposal budget, justified in the budget justification

## PAPPG II.D.2.f.iv

### Travel:

- Generally, funds for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence
- When anticipated, travel must be specified, itemized, and justified by destination and cost



# Budget Justification – Participant Support

F. PARTICIPANT SUPPORT	
1. STIPENDS	\$ 15,000
2. TRAVEL	5,000
3. SUBSISTENCE	3,000
4. OTHER	2,000

## F. Participant Support (Total \$)

1. Stipends (\$)
2. Travel (\$)
3. Subsistence (\$)
4. Other (\$)

### PAPPG II.D.2.f.v

- Direct costs for items such as stipends, subsistence, travel, and registration for participants or trainees in training projects or NSF-sponsored conferences
  - Note: For conferences, speakers and trainers generally are not considered participants, unless the primary purpose of attendance is learning and receiving training
- “F.4. Other” costs must be itemized and detailed in the justification
- Participant support funds may not be used for incentive payments to research subjects
- Indirect costs (F&A) are not usually allowed on participant support costs (unless the organization’s current, Federally approved indirect cost rate agreement allows)
- Participant support costs must be accounted for separately if an award is made



# Budget Justification – Other Direct Costs

<b>G. OTHER DIRECT COSTS</b>		
1. MATERIALS AND SUPPLIES		
2. PUBLICATION/DOCUMENTATION/DISSEMINATION		
3. CONSULTANT SERVICES		
4. COMPUTER SERVICES		
5. SUBAWARDS	37,092	
6. OTHER	4,062	

## G. Other Direct Costs (Total \$)

1. Materials and Supplies (\$)
2. Publication costs (\$)
3. Consultant Services (\$)
4. Computer Services (\$)
5. Subawards (\$)
6. Other (\$)

### PAPPG II.D.2.f.vi

- Allowable, reasonable costs that are directly allocable to the activity associated with the project.
- Any direct costs not specified in lines G.1. through G.5. must be included in G.6.
- All costs under “G.6. Other” must be itemized and detailed in the justification; e.g., graduate tuition.



# Budget Justification – Total Direct and Indirect Costs

H. TOTAL DIRECT COSTS (A THROUGH G)		
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)		
TOTAL INDIRECT COSTS (F&A)		
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)		

H. Total Direct Costs (A through G)  
I. Indirect Costs

## PAPPG II.D.2.f.viii

### I. Indirect costs (IDC)

- Applicable U.S. Federally negotiated indirect cost rate(s) must be used in computing indirect costs (F&A)
- Absent a negotiated rate agreement, the organization may choose to apply the *de minimis* rate of 10%.
- As per [NSF's indirect cost rate policies](#), commonly excluded costs from the IDC base are:
  - Equipment and capital expenditures
  - Subaward costs >\$50,000
  - Participant Support costs



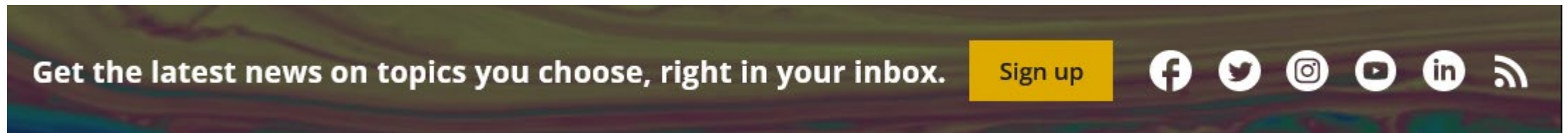
# BIO Virtual Office Hour Reminders

- Submit questions in the Zoom Q&A box
- Project-specific questions are best addressed individually by contacting a Program Officer
- Next BIO Virtual Office Hour:
  - April 22nd, 2026 (re-scheduled from Feb 18)
  - Topic: Merit Review



# Reminder

- Sign-up for emails on new solicitations; events; due date reminders; and BIO's quarterly newsletter, including information on new priorities and solicitations, highlights from the community, and more!
- Visit [www.nsf.gov](http://www.nsf.gov) and scroll down until you see the Sign up and social media banner, click on the yellow box, and follow the prompts.





# New Postdoc Funding Opportunity

- Postdoctoral Research Fellowships in Biology, [NSF 26-504](#)
- Focus area: Intersection of Artificial Intelligence and Biological Sciences to Strengthen and Safeguard Biotechnology Innovations
- Deadline date: September 29, 2026



# Program Director Contacts



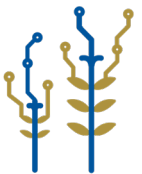
## **Foundations of Life: [bio-fl@nsf.gov](mailto:bio-fl@nsf.gov)**

Exploring natural or synthetic molecules, cells and physiology that build living things



## **Living Systems: [bio-ls@nsf.gov](mailto:bio-ls@nsf.gov)**

Understanding how species evolve, interact, and shape Earth's ecosystems



## **Bioinnovation & Infrastructure: [bio-bi@nsf.gov](mailto:bio-bi@nsf.gov)**

Investigating the functional genomic complexity of life and developing the tools, data, and technologies to drive biological discovery

