

Grant Budget Rates and Information

The information included in this document should be used as a guide to help you develop your grant proposal. Many of the financial planning assumptions that are provided to help you create budgets for your grant are subject to change, and college policy ultimately dictates actual wage increases and benefits rates. Also be aware that the sponsoring agency to which you are applying may have more strictly defined budget planning parameters.

I. Facilities and Administrative Rate (also known as indirect costs or overhead)

Date of Health and Human Services (HHS) Rate Agreement: 1/18/2008

- On-Campus = 49.8% of salaries and wages (excluding fringe benefits)
- Off-Campus = 21.3% of salaries and wages (excluding fringe benefits)

Smith College uses the on-campus rate. The off-campus rate is rarely used and only when a significant portion of your project will take place in space rented by the college (per HHS rate agreement).

II. Fringe Benefits

- Faculty, Professional Staff, and Post Docs = 33.5% of salary and wages in FY12
Assume a 0.5% increase of this rate on an annual basis.
- Stipends = 25% of salary and wages
Faculty summer wages are paid as stipends (June through August)
- Less than half-time employees = 10%
- Smith Graduate Students = 10%
- Smith Undergraduate Students = 10% (summer only)

Note: For federal grants, the college's benefits rates are provided for budgeting purposes. For those awarded, federal grants are charged the actual benefits costs for each employee under the grant, except for any benefits costs that are unallowable (e.g., dependent tuition benefits). The college will assume the expense of unallowable benefits costs. Non-federal grants are charged the college's current benefits rates.

Note: Staff in regular or limited term positions of half-time or more are eligible for vacation accrual. For more information, please see the Smith College Staff Handbook available from the website for the Office of Human Resources.

III. Salary Information

A. Salary Increase Guidelines**

For multi-year grants, please use the following salary increase guidelines:

- 3.5% for faculty
- 3% for professional staff and postdocs
- 3% for graduate students
- 2% per year for undergraduate students

**These figures are used for budget planning only and are subject to change. College policy ultimately determines actual salary increases. You should also be aware of any salary limits set by the sponsoring agency to which you are applying.

B. Faculty Salaries

- Each calendar year (January 1 – December 31) Smith faculty may request 2/9ths of their annual salary from a sponsoring agency, to be taken during the summer months. Salary requests during the academic year may only be sought if a course release(s) or other leave is approved by their department/program and the Office of the Provost/Dean of the Faculty. Course releases are calculated on a pro rata basis; each course release should normally be included in your grant budget as 1/5 of annual salary (plus benefits) for those at full-time status, unless otherwise approved by the Associate Provost.
- School for Social Work faculty may request up to 20% of their annual salary from a sponsoring agency. If external funding is obtained, then faculty may request one or more course releases during the summer, or all or part of their winter course load of advisees. Course releases must be approved by the Dean of the School for Social Work.

C. Student Salaries

Student hourly: Used when a student assists you with your research or project. Include the salary of hourly students in your indirects cost calculation.

- Undergraduate student wage rate for summer 2011 is \$9.50 per hour or a total of \$3,800 based on a 40 hour week for 10 weeks.
- Undergraduate student wage rate for the 2011-12 academic year is \$8.75 per hour. This rate is for externally funded research grant assistants. The maximum number of hours a student may work during a semester is 12 hours per week. There are 14 weeks in a semester.
- Undergraduate student wage rate for interterm during the 2011-12 academic year is \$8.75 per hour. This rate is for externally funded research grant assistants. The maximum number of hours a student may work during interterm is 40 hours per week. There are three weeks in interterm.
- Smith graduate student wage rates – contact Sponsored Research Office.

Student research fellowship*: Used when a student is conducting independent research under faculty supervision. This type of position must meet the following criteria: (1) provide an intensive and well-defined research experience; (2) represent a meaningful collaborative effort with a faculty mentor; and (3) work at least half-time when conducted during the summer. The primary objective of a student research fellowship is the educational development of the student.

These fellowships are not considered salary or wages. Rather, they are an allowance for students while in training. Do not include the costs in the indirects cost calculation. They should instead be identified in the grant budget as “other direct cost” or “participant cost” rather than personnel/employee salary and wages. The budget justification and proposal narrative must clearly document and justify the proposed student’s work as a research fellow. Prior authorization from the Controller’s Office is required in order to pay a student research fellowship.

- Undergraduate student research fellowship for summer 2011 is \$3,800. No benefits required for fellowships.

*NIH does not allow stipend payments of any kind on research grants.

UMass Graduate Students: UMass at Amherst graduate students working with Smith faculty must be appointed and paid through an arrangement with UMass. Due to this arrangement, graduate student budget should be listed as “other direct cost” rather than employee salary and wages (do not include the graduate student salary in the indirects cost calculation).

In most cases, your budget will consist of student salary and health costs, though some instances may require additional fees (depending on the nature of the appointment and the home department of the student). Please be aware that UMass graduate students are under Graduate Employee Organization (GEO) contract. Salary increases may be mandated by GEO contract during the appointment period. These increases (often established retroactively) and any other costs associated with the appointment are the responsibility of the Smith faculty member hiring the student.

For current rates, contact the student’s home department or the Graduate School at the university.

In your budget justification, please use the following statement to describe our arrangement with UMass:

Smith College is a member of the Five Colleges, Inc. consortium with Amherst, Hampshire, and Mount Holyoke Colleges and the University of Massachusetts at Amherst. The consortium has a negotiated agreement for the hiring of graduate students whereby the university hires the student (upon request by one of the colleges) and invoices the college for the salary/wages and fees. Given this agreement, the graduate student salary and fees have been identified as “other direct costs” in the proposal budget.

Special Payments to Students: In general, students may not receive stipends, honoraria, or other payments for participation in workshops, conferences, focus groups, or other events, unless it is a token payment in the range of \$5 to \$25. Because of limitations placed on us by labor laws, payments above this general range need to be approved in advance. Please contact the Controller’s Office for assistance.