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**Budget FAQs****Q. How can I get help in putting together a budget for my research project?**

**A.** Contact the Office of Sponsored Programs at (812) 237-3088 for help in the preparation and review of the budget. You may also explore the Sponsored Programs web site for current budget information at <https://www.indstate.edu/research/funding-resources>.

**Q. What are facilities and administrative (indirect) costs?**

**A.** Facilities and administrative (F&A) costs, often referred to as *indirect costs*, are overhead expenses for the university. Examples include utilities, custodial services, use of computers, etc. Indiana State University's current federally negotiated rate is 31.1%. The applicable rate is multiplied by the modified total direct cost figure.

**Q. How do I know if an agency will pay the full F&A cost rate?**

**A.** The sponsor guidelines normally address this issue. Unless traditional practice or sponsor guidelines state otherwise, F&A costs should be requested at the full federally negotiated rate.

**Q. Are fringe benefits considered as part of direct salaries and wages?**

**A.** No, fringe benefits are separate.

**Q. What are the current rates to be used in calculating fringe benefits?**

**A.** Fringe benefits for time buyouts are estimated at 45% of salary/wages for those with a salary of less than \$50K, and at 40% of salary/wages for those whose salary equals or exceeds \$50K. Benefits for faculty summer pay or supplemental pay are calculated at 12% of pay. Support staff overtime benefits are calculated at 20% of salary/wages.

**Q. How soon before a deadline should I request budget development assistance?**

**A.** The sooner, the better! If you have a simple budget, five working days are sufficient in most cases. However, if your budget is more complex and involves multiple project years, collaborative projects, subcontracts, and/or cost-share/matching, please allow more time.

**Q. Do you have a budget template I can use?**

**A.** Yes. Contact our office for a budget template suitable for your funder.

**Q. What is cost-share?**

**A.** Cost-share is when a funder requires the applicant to provide a portion of the total project funds.