U.S. SCIENCE SUPPORT PROGRAM

POST-EXPEDITION ACTIVITY PROPOSAL COVER SHEET

CONTACT INFORMATION

Principal Investigator: John Q. Scientist

Institution: USA University

Department: Institute of Marine Science

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PROPOSAL INFORMATION

Proposal Title: Calcareous Nannofossils from the Gulf of Mexico (Brazos-Trinity & Ursa Minibasins) during the Latest Quaternary: IODP Expedition 308

IODP Expedition Number: 308

Participation Status: ☒ Shipboard Scientist ☐ Shore-based Scientist* ☐ Other

FUNDS REQUESTED

Salary (including fringe benefits at 7 %)	$	8,025
Other Costs (e.g., materials, computer/instrument time)	$	2,850
Indirect Costs (54.1 %)	$	5,883
Subtotal	$	16,758
Travel expenses (e.g., travel, per diem; administered by USSSP)	$	1,225
Total post-expedition activity budget	$	17,983
Total requested (*Total budget minus any PEA award advance and any travel expenses*)	$	13,758

REQUIRED APPROVALS

Principal Investigator

John Q. Scientist
Name

John Q. Scientist
Signature

Associate Professor
Title

02/02/2018 Date

555-555-5555 Tel

Authorized Institutional Representative

Administrator A. Andrews
Name

Administrator A. Andrews
Signature

Sponsored Projects Manager
Title

02/03/2018 Date

999-999-9999 Tel

EXAMPLE

Expedition 308 PEA Proposal: Budget

Salaries and fringe:		
Salary, expedition participant (0.5 mo)	$ 5,000	
Salary, undergraduate student (1 mo)	$ 2,500	
Fringe (7%*)	$ 525	
Materials and supplies:		
Lab supplies – item 1	$ 500	
Lab supplies – item 2	$ 200	
Lab supplies – item 3	$ 150	
Services:		
Sample Analysis 1 (100 @ $10/sample)	$ 1,000	
Sample Analysis 2 (50 @ $20/sample)	$ 1,000	
Travel (*not subject to ICR*)**:**		
Airfare	$ 500	
Lodging & per diem	$ 725	
Total Direct Costs		$ 12,100
Indirect Costs (54.1% MTDC*, on all but travel)		$ 5,883
PROJECT TOTAL (Direct + Indirect Costs)		**$ 17,983**
Modifications to Project Total**:		
PEA Advance of $3,000	$ -3,000	
Total Travel	$ -1,225	
TOTAL FUNDS REQUESTED		**$ 13,758**

EXAMPLE

** Use fringe and indirect cost rates associated with your institution. In this example, the fringe rate is 7% and the indirect cost rate is 54.1%. MTDC = Modified Total Direct Costs.*

*** Modifications to the Project Total include any PEA advance funding requested and received prior to an expedition, as well as any travel funds (which are administered by the USSSP Office rather than the PI's institution).*

Expedition 308 PEA Proposal: Budget Justification

Budget Justification:

Salaries and fringe:
[*Provide justification for request, including salary rate/s and an explicit statement of your institution's fringe rate.*]

Materials and supplies:
[*Provide detailed justification for request, including specific costs and rates (per item, per hour, per sample, etc.), where appropriate.*]

Services:
[*Provide detailed justification for request; 'Services' includes costs for lab analyses, facilities and/or technical staff fees at another institution/organization, for example sample analysis or data processing.*]

Any other Direct Costs:
[*Provide detailed justification with rates, etc., for request.*]

Travel:
[*Provide detailed justification for request, with specific breakdown of transportation (e.g., flight, train, etc.), accommodations, per diem, as appropriate.*]

Indirect Costs:
[*Provide an explicit statement of your institution's appropriate indirect cost rate. The rate should be consistent with the proposed work.*]

The total budget for the proposed work is $17,983. Travel expenses in the amount of $1,225 will be administered directly by the USSSP Office. I received a $3,000 advance on a post-expedition activity (PEA) award and I am now requesting $13,758 in remaining funds to complete the proposed work.

[*Travel is not included in the total requested as it will be administered directly through the USSSP office rather than the PI's institution.*]

Email usssp@ldeo.columbia.edu with any PEA funding questions

EXAMPLE