



Budget Instructions

The research team needs to determine in which category their proposal falls:

1. Proposals where only Rice PIs request funding. Follow the Case 1 instructions.
2. Proposals where Rice PIs and PIs at other institutions request joint funding. Follow the Case 2 instructions.
3. Proposals where funding is requested only by PIs at non-Rice institutions. Follow the Case 3 instructions.

Cases 1: all the PIs are at Rice University

- Rice PIs will use Rice University's industry indirect cost rate and they will follow Rice University's guidelines as to how to apply the indirect cost rate (please check the SPARC website for the guidelines).
- The Carbon Hub will provide the CH template budget spreadsheet that calculates the Final Requested Amount (email us at carbonhub@rice.edu). *This CH template budget spreadsheet cannot be shared with non-Rice researchers.*

Case 2: Joint Projects with PI(s) at Rice University and some PIs are from other institutions

- Rice PIs will use Rice University's industry indirect cost rate and they will follow Rice University's guidelines as to how to apply the indirect cost rate (please check the SPARC website for the guidelines).
- For all other academic institutions, researchers should follow their home organization guidelines for indirect cost rate. If an organization is waiving its indirect costs, a written confirmation from the appropriate administrative unit (such as the Office of Sponsored Projects) of that organization needs to be attached to the project proposal (this confirmation will not be counted against the total number of pages).
- The portion of the budget that corresponds to the non-Rice PIs funding request will be a subcontract.
 - To recognize that Rice University is covering the Carbon Hub management costs, the Carbon Hub will charge a 7.5% administrative cost on the subcontract total cost.
 - The project will be competed for a total cost that includes this 7.5% Carbon Hub fee.
- One of the Rice researchers on the team needs to provide the budget spreadsheet to the Carbon Hub by email to carbonhub@rice.edu. The rest of the proposal can be submitted by the lead PI regardless of his/her academic affiliation.
- The Carbon Hub will provide to the Rice PI submitting the requested budget the CH template budget spreadsheet that will include the calculations for the sub-contract(s) (email us at carbonhub@rice.edu). This template budget spreadsheet will calculate the Final Requested Amount.
- *Note this CH template budget spreadsheet cannot be shared with non-Rice researchers.*

