

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 <u>carbonhub@rice.edu</u>). This CH template budget spreadsheet cannot be shared with non-Rice researchers.

Case 2: Joint Projects with PI(s)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 <u>carbonhub@rice.edu</u>. 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 <u>carbonhub@rice.edu</u>). This template budget spreadsheet will calculate the Final Requested Amount.
- Note this CH template budget spreadsheet cannot be shared with non-Rice researchers.



Case 3: all PIs are from other institutions than Rice University

- 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).
- If indirect cost is included in the budget, we ask that you include the indirect cost in the right category not as a lump sum under 'other costs'.
 - For example, if the indirect cost is applied to the salaries and fringe benefits of the faculty, then the amount listed on the line for Principal Investigator / Faculty will be the sum of salaries, fringe benefits and corresponding indirect cost.
- The research team needs to submit the requested budget as a spreadsheet in the following format (see the spreadsheet '2022 General T1 Project Budget Template_Case3' provided on the website):

roject/Budget	Period Dates	From:	To:	
Cost Categories				Amoun
I. Personnel	(Salaries wage	es & Fringe Benefits)		
		igator(s)/Faculty		\$
	Staff			\$
	Student(s)			\$
		Total personnel		\$
II. Equipmer	nt			\$
III. Travel				\$
IV. Other Costs				\$
	Lab Analysis			\$
	Supplies			\$
	Consultants			\$
Tatal Dame	ested Amount			\$

- This type of project will be a subcontract from Rice University.
 - 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 corresponding to the addition of the total requested amount and the Carbon Hub fee.