



Personnel Budgeting: Who, What, How, and Where

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Session Description

Personnel costs on a grant make project management complex, both during proposal development and post award grant management. Personnel budgeting during proposal development involves many nuances and there can be lots of moving pieces to consider. Budget execution has its own complexities. This session will discuss pre- and post-award methods, complexities, and management for various funders, with a focus on pre-award.



Learning Objectives

- Understand the many facets of personnel budget development
- Identify various personnel considerations when executing the award

Disclaimer

The contents of this presentation does not represent the views of the U.S. Department of Veterans Affairs or the United States Government.

Proposal Development

- SF 424
- Abstract
- Narrative
- Research Plan
- Performance Site(s)
- Facility Description
- Personnel
- Specific Aims
- Human/Animal Subjects
- Bibliography
- Data Management Plan
- Budget
- Justification
- Letters of Support

Topics

- Define Personnel
- Titles – Institutional, RA and Sponsor
- Budgeting – Where and how much
- Wages vs. Stipends & Fringe Benefits
- Just-in-Time
- Post-award implications of pre-award budgeting

Part one: "Who" and "What"

- Who are we looking to place on the proposal?
- Does it matter who?
- Does it matter what titles are used?
- Does the type of person affect anything?

Types of Personnel

- Employee
- Staff
- Agent
- Volunteer

Employee

- One employed by another usually for wages or salary to perform work for the employer*
- On institution's payroll
- Employer is responsible for workman's compensation & damages caused through work performed

*Merriam-Webster.com & legal-dictionary.thefreedictionary.com

Staff

- a: the officers chiefly responsible for the internal operations of an institution or business
- b: a group of officers appointed to assist a civil executive or commanding officer
- c: military or naval officers not eligible for operational command
- d: the personnel who assist a director in carrying out an assigned task
- e: (plural) staff: a member of a staff

*Merriam-Webster.com

Agent

One who agrees and is authorized to act on behalf of another, a principal, to legally bind an individual in particular business transactions with third parties pursuant to an agency relationship.

West's Encyclopedia of American Law, edition 2 (2008)

Volunteer

1. A person who voluntarily undertakes or expresses a willingness to undertake a service: such as*
 - a. one who enters into military service voluntarily
 - b. one who renders a service or takes part in a transaction while having no legal concern or interest
2. Amateur; enlisted man, enlisted person, enlistee, freewill worker, gratuitous worker, non-professional, recruit, taker, unpaid worker, voluntary worker

1. Merriam-Webster.com 2. Burton's Legal Thesaurus

Titles

- Institutional
- Research Administration
- Sponsor

Institutional

University	Non-Profit	Dept. Veterans Affairs
Professor	Executive Director	Physician
Faculty	Directors/COO	Research Scientist
Physician	Managers/Supervisor	Staff
Research Associate	Staff	IPA
Research Assistant	Volunteer	Consultant
Technician		WOC
Lab Assistant, etc.		Volunteer
Student		
Consultant		
Contractor		

Research Administration

- Principal Investigator
- Co-Principal Investigator
- Co-Investigator
- Investigator
- Program Director
- Collaborator
- Research Fellow/Post Doc
- Research Student
- Research Associate/Assistant
- Coordinator (Study/Nurse/Research/Administrative)
- Consultant
- Service Provider
- Key Personnel
- Non-Key Personnel
- Other Significant Contributors

Part one: Summary


- The type of person matters on how (if) s/he is to be paid.
- Some sponsors have various restrictions on how personnel is handled (Part two)
- The person's title matters in different situations.
- The type of person determines where s/he will be placed in the proposal.

Part two: "How" and "Where"

- How is personnel effort calculated?
- Do we need to request benefits for each person?
- How are benefits calculated?
- Where are they placed within a budget?


Sponsor

- Federal
- State
- Local
- Foundations
- Corporations




Personnel Budgeting

- Personnel
- Categories
- Wages vs. Stipends
- Effort
- Fringe Benefits



Categories

- Key Personnel
- Other Significant Contributors
- Non-Key Personnel
 - Staff
 - Post-Doctoral employees
 - Students
- Others



Wages v. Stipends

- Exempt vs. Non-Exempt
- Academic vs. Annual
- U.S. Federal Salary Cap
- NIH Stipend levels

Post Doctoral & Visiting Fellows

EFFECTIVE MAY 1, 2018

Experience	Initial Stipend Range	Second Year Range	Third Year Range
0 - 1 year	\$49,150 to \$55,250	\$50,600 to \$58,850	\$52,150 to \$61,950
1 - 2 years	\$50,600 to \$58,800	\$52,150 to \$61,950	\$53,750 to \$66,550
2 - 3 years	\$52,150 to \$61,950	\$53,750 to \$66,550	\$55,300 to \$69,450
3 - 4 years	\$53,750 to \$66,550	\$55,300 to \$69,450	\$56,900 to \$72,800
4 - 5 years	\$55,300 to \$69,450	\$56,900 to \$72,800	\$58,400 to \$77,400
5 - 6 years*	\$56,900 to \$72,800	\$58,400 to \$77,400	\$60,000 to \$80,300
6 - 7 years*	\$58,400 to \$77,400	\$60,000 to \$80,300	\$61,600 to \$85,150

Experience	Fourth Year Range	Fifth Year Range
0 - 1 year	\$53,750 to \$66,550	\$55,300 to \$69,450
1 - 2 years	\$55,300 to \$69,450	\$56,900 to \$72,800
2 - 3 years	\$56,900 to \$72,800	\$58,400 to \$77,400
3 - 4 years	\$58,400 to \$77,400	\$60,000 to \$80,300
4 - 5 years	\$60,000 to \$80,300	\$61,600 to \$85,150
5 - 6 years*	\$61,600 to \$85,150	\$63,100 to \$88,050
6 - 7 years*	\$63,100 to \$88,050	\$64,700 to \$91,250

* Used for fellows with an MD or similar professional degree to give credit for internship/residency years (for U.S. credentials only)

Effort

- Percentage
- Calendar month
- Summer
- Academic year
- Full-time
- Part-Time
- Student
- Paid vs. Unpaid
- Overlap of Effort
- Sponsor Paid vs. Cost Sharing

Fringe Benefits

- Pooled vs. Actual
- Multiple rates
- Change in rates during project

Part two: Summary

- Calculating a person's salary is determined by the type of employee and the amount of time on a project.
- Fringe Benefits must be included unless prohibited by the sponsor.
- Benefits calculation is determined by the institution.
- A person is placed in the budget according by type.

What you need to know...

- Who will be on the project?
- How much time will they work on this?
- Are they the institution's employee?
- If not, how do you treat them in the budget?
- How much is each person paid?
- What is the fringe rate per person?

Post-Award Implications

- If the project is funded with incorrect:
 - Assigned personnel
 - Salaries
 - Fringe Rate(s)
 - Effort

The results can be...

Post-Award ramifications

- Required re-budgeting
- May need to inform the sponsor
- Insufficient funds for project success
- Inability to hire staff
- Inability to complete the project
- Institution and/or PI reputation affected

Summary

- Proposal development affects grant administration.
- Misclassified personnel will affect the amount of funding available.
- Could create audit issues.
- Sponsor could decide to cancel the project.

Questions?



References

- West's Encyclopedia of American Law, edition 2 (2008)
- Merriam-Webster.com
- Burton's Legal Thesaurus
- legal-dictionary.thefreedictionary.com
- https://www.training.nih.gov/postdoctoral_irta_stipend_ranges

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