

CHEAT SHEET FOR CALCULATING TRAVEL EXPENSES

- How many days will the travel involve? How many individuals will go?

GETTING TO THE AIRPORT

- It is ~250 miles to and from the St. Louis or Kansas City airport. The campus mileage rate is on the Grant Fact Sheet at <http://www.research.missouri.edu/ogwp/files/grantfactsheet.pdf> (it was \$0.525 per mile for 2012).
- Van service is available from MO-X (256-1991 or <https://www.moexpress.com/tac/default.aspx>).
- If you drive, remember parking at the airport, usually ~\$7–\$10 per day.

AIRFARES

- You can use Travelocity to get ballpark figures (<http://www.travelocity.com>), but you could also call one of the university's travel agents (Canterbury Travel, Tiger Travel Associates, or Summit Travel). The comprehensive list of the university's travel agents is at <http://mutravel.missouri.edu/University%20Travel%20Agencies.htm>
- If this is to be federally funded, you will need to use US flag carriers if possible.

EXPENSES AT THE DESTINATION—DOMESTIC TRAVEL

- Ground transportation to get from the airport to the hotel, and then increase this enough to cover other odds and ends of ground transportation (for example, meals).
- Hotel × number of days × number of individuals—if you do not know the rates, you can check on Travelocity to get a ballpark idea for the city to which you will be traveling.
- Per diem covers your meals. MU currently allows \$42 per day, including tips.
- If travel involves a conference, include registration fees.

EXPENSES AT THE DESTINATION—INTERNATIONAL TRAVEL

- The federal per diem rates for international locations are published at http://aoprals.state.gov/web920/per_diem.asp. The rates are regularly updated, so it is best to check when you prepare the budget and not rely upon old numbers. The federal rates are intended to include lodging, meals, and incidental travel expenses.

SPECIAL CONSIDERATIONS FOR INTERNATIONAL TRAVEL

- Visa fees.

From: M.M. Licklider and the University of Missouri Grant Writer Network. 2012. *Grant Seeking in Higher Education: Strategies and Tools for College Faculty*. Jossey-Bass.

- Insurance—some federal agencies require insurance for health, emergency evacuation, and repatriation of remains.

Current as of April 2012. For current rates and amounts consult the following sites:

MU's Travel Information web page: <http://mutravel.missouri.edu/>

UM System Travel Information site: <http://www.umsystem.edu/ums/fa/management/travel/>

MU's Grant Fact Sheet: <http://www.research.missouri.edu/ogwp/files/grantfactsheet.pdf>

CHEAT SHEET FOR SUBCONTRACTS AND CONSULTING AGREEMENTS

At times, outside entities will need to be included in a proposal to perform activities that cannot be accomplished with your university's resources and personnel. The guidance below can help you determine the type of agreement that is appropriate for the work to be done.

CONSULTING AGREEMENTS

A consulting agreement is an agreement issued for services which are too urgent, special, temporary, or highly technical to be provided by existing resources at your institution. The following points will help you determine when a consulting agreement is appropriate:

- The work to be performed is something routinely provided for the general public, not unique to the project, and requiring little discretionary judgment.
- The provider operates in a competitive environment providing goods and/or services to a variety of customers.
- The provider performs only a small part of the project, such as services from experts in a field, laboratory services and/or analysis, surveys or collection of data in outside locations, or classes in outside locations.

Consulting agreements are often awarded through a competitive or negotiated selection process that ensures a reasonable price and clearly establishes the qualifications of the consultant to perform the required tasks.

SUBCONTRACT AGREEMENT

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A subcontract agreement, sometimes referred to as a subaward, subgrant, or subagreement, is a written agreement with a third party for the conduct of prescribed activities or functions under an award. The following points will help you determine when a subcontract is appropriate:

- The agreement has a significant impact on the total project.
- There are distinct deliverables for work that is unique to the project or specifically designed to enhance the outcomes of the project.
- The subcontract organization will be identified in the proposal to the sponsor.
- The subcontract personnel will be free to a certain extent (that is, with minimal supervision) to determine how to carry out the activities of their share of the project in order to produce the desired outcomes.
- The work to be performed is unique to the project and designed specifically to enhance the scientific research goals and outcomes and the project.
- There is an identified investigator who will lead the work at the subcontract organization, usually serving as a co-investigator for the overall project.
- The subcontract organization retains publishing rights and responsibilities.
- The subcontract organization usually retains rights to patentable or copyrightable technology resulting from the work.
- The subcontract organization makes measurable, significant, scientific contributions to the final report and/or project.
- The subcontract organization contributes cost share or matching funds, if those are required.

PROPOSAL PAPERWORK FOR A SUBCONTRACT

Keep in mind that the PI will be responsible for oversight of the work done by the subcontract organization and its expenditures. The following should be provided at the proposal stage:

- **Scope of Work.** Develop a scope of work statement by determining the extent of the work to be performed by the subcontract organization. This might be language pulled from the narrative of the proposal, or you might write up a couple of paragraphs independent of proposal language. At many institutions, this scope of work will become part of the subcontract, so it should be comprehensive enough to delineate the work to be done and help determine if the subcontract personnel are performing adequately. The work scope can be written by you or by opportunity to make sure you are both clear as to your expectations for the subcontract work. The following issues are typical of those addressed in a subcontract work scope:

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- Who will perform the work and to what degree the collaborator will have the discretion to alter methods to assure the desired outcome
- What tasks will be performed
- The time period for the subcontract personnel's involvement
- Where the work will take place
- A general statement as to why this individual or institution is being selected for this project
- How often and by what means the results and deliverables of the subcontract work will be communicated to you

You can often use this work scope in the subrecipient section of the grant proposal. A well-prepared work scope will make the proposal stronger and assure the sponsor that the collaboration has been carefully thought out.

- **Budget.** Work with your collaborator at the subcontract organization to determine a total budget figure that will be enough to realistically do the work yet still fit the budget restrictions of the sponsoring agency. Request a budget from the subcontract organization that provides sufficient detail to meet the sponsor's requirements and enables adequate supervision of the subproject once a grant is awarded.
- **Budget Justification.** The budget justification should provide as much detail as the budget justification for your institution's portion of the work.
- **Letter of Intent.** You will want a letter, signed by an authorized signer at the subcontract institution (probably someone in their sponsored programs office) to document their intent to enter into a subcontract with your institution if the grant is awarded. The following information is typically included in the letter of commitment: the name of the PI at the subcontract institution, the title of the project, the total amount of the subcontract budget, the duration of the project, and a statement committing to participation in the project if the grant is awarded.
- **F&A Rate Agreement.** Your institution's sponsored programs office may want a copy of the subcontract institution's negotiated F&A rate agreement at the proposal stage.

SAMPLE SUBCONTRACT SCOPE OF WORK

- **Project Title:** Sample Subcontract Scope of Work
- **Begin/End Dates:** 07-01-2012 through 06-30-2014

From: M.M. Licklider and the University of Missouri Grant Writer Network. 2012. *Grant Seeking in Higher Education: Strategies and Tools for College Faculty*. Jossey-Bass.

- **Principal Investigators:** John Doe, Department of ABC, University of Somewhere
- **Background/Justification:** Scopitopia is a high-value viserast species with great nutritive value. While breeding programs have yielded improvements in yield and disease resistance, breeders have been limited by exalligus resources that would aid hyperveniformation of vallizum, influencing these and other traits of interest. Beyond its value as a crop species, scopitopia has much potential as a model for investigating frazile frenchetting and sumcatation across the spectrum. Specifically, it serves as a model for neurocabizilation.
- **Scope of Work:** Dr. Doe's lab will use phylodunacon techniques to physically map the maleoptic dendricular basitocum. This will aid the PI's lab in characterizing the physical structure of the viserast limeotype. Dr. Doe will oversee a postdoctoral investigator and undergraduate researcher who will test the hypotheses for the origin and evolution of wellibadgeratom. Specifically, the Doe lab will use the hamahama procedure to develop 20 samples each of the basitocum and apply goaticacallic fuzz to each sample to determine the rate of penetration.
- Dr. Doe will coordinate with the PI in outreach efforts to undergraduate students conducting summer research on scopitopia.
- **Reporting:** Dr. Doe will participate in quarterly conference calls of the project's key personnel to communicate the ongoing activities of the project. Results will be reported to the PI via e-mail according to the timeline in the proposal narrative.