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PMI Sponsored Research Program Funding Policy

Introduction

The amount of support being requested of PMI may not exceed US\$50,000. Direct charging of appropriate expenses to research awards is the normal process by which research expenses are incurred and the university reimbursed by the sponsor. Direct costs are those which can be identified readily and specifically with a particular sponsored project with a high degree of accuracy. Direct expenses charged to sponsored projects should be consistent with those included in the approved project budget.

Institutions may not charge indirect costs or overhead on these grants. Facilities and administrative (F&A) costs, indirect costs, overhead costs, and contingency funding are not allowed.

Budgets should be prepared for a period of performance up to the 24 months of the project, but should not be tied to specific dates, as funding will not be available until a fully executed grant agreement has been completed.

The budget form is divided into the following categories

- Personnel (Salaries)
- Consultant Services
- Travel (Project Travel, Conference or Dissemination Travel)
- Supplies and Materials
- Publishing
- Other (This should only be used for expenses not covered in the choices above)

Direct Expenses

Any costs proposed must be allowable, reasonable, and directly allocable to the supported activity.

Allowable categories include all direct research expenses, including travel reimbursement to organizational site(s); reimbursement of travel for focus group participants; research assistants; costs for software for use at the site of the educational entity; data collection (videotapes, web-survey preparation), preparation, and coding; and so forth. Technology costs should only be included if the technology is a critical component of the proposed project.

Reasonable Costs

To authorize the expenditure of funds to be charged directly to sponsored projects: The estimated charge must be reasonable and necessary for the performance of the project and incurred within the project's period of performance.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is necessary for the performance of the activity; and
- Whether incurrence of the cost is consistent with established policies and practices.

Personnel (Salaries)

PMI regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member's regular organizational salary. Thus, PMI limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year.

Further, charges for work performed by faculty members on sponsored agreements during the summer months will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment. For example, if a PI works on a sponsored project for one month during the summer, the maximum amount of salary chargeable to the project is one-ninth of the academic year salary (assuming the academic year appointment is nine months). For 10-month faculty a maximum of 2 months of summer effort and salary at 2/10 of the base salary for the new fiscal year is possible. A faculty member on a 12-month appointment may not receive additional salary for summer research effort.

To calculate person months, multiply the personnel's bi-weekly salary* by 2.2 (this is the approximate number of pay periods in a given month) to determine their monthly salary. Then multiply their monthly salary by the number of months they will be appointed on the project. *Bi-weekly salary is calculated by dividing the annual salary by 19.5 for 9-month appointments.

Example: Dr. Johnson's bi-weekly salary is \$2,550. Multiply \$2,550 by 2.2 to get a monthly salary of \$5,610. Then multiply \$5,610 by the number of months they will be appointed on the project.

For postdoctoral associates and other professionals, the total number of persons for each position must be listed, with the number of full-time-equivalent person-months and total amount of salaries requested per year. For graduate and undergraduate students whose time will be charged directly to the project, only the total number of persons and total amount of salaries requested per year in each category is required. Salaries requested must be consistent with the organization's regular practices. The budget justification should detail the rates of pay by individual for senior personnel, postdoctoral associates, and other professionals.

Consultant Services

The proposal budget may request costs for professional and consultant services. Professional and consultant services are services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the proposing organization. Costs of professional and consultant services are allowable when reasonable in relation to the services rendered. Anticipated services must be justified, and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service.

A consultant (considered an independent contractor) may provide advisory services related to a sponsored project. The consultant:

- is not responsible for the overall outcome of the sponsored project.
- is not responsible for conducting the sponsored project.
- is not responsible for reporting technical progress to the prime.
- is not responsible for defining the sponsored project's scope of work; the University defines the scope and the consultant determines how to accomplish the work.
- is responsible for providing its own work area, tools, materials, and supplies to accomplish its work.

Principal investigators are expected to anticipate and indicate the need for consultants in grant applications or contract proposals. The proposal should therefore include the following:

- Consultant name
- Description of services to be provided
- Number of days of anticipated consultation
- Expected rate of compensation, travel, per diem, etc.
- Curriculum vita for the consultant
- Letter from the consultant confirming their role in the project

It is incumbent upon PIs to ensure the following conditions are met when considering a consultant:

- The services the consultant will provide are essential to the project and cannot be provided by persons receiving salary support under the grant or contract or who are otherwise compensated for their services;
- A selection process has been employed to secure the best-qualified consultant available to perform the required tasks; and
- The fee is commensurate with the qualifications of the consultant and the nature of the services rendered.

Travel

In the budget justification, include the destination, number of people traveling and dates or duration of your stay for all anticipated travel. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives or disseminate research results. Funds requested to carry out the scope of work, collect data, and/or present on project findings. Detailed information on the travel funds is required, including:

- Identify travel as Domestic and/or Foreign.
- Identify travel location or state "location TBD."

- Identify number of days of travel
- Provide a purpose for travel. This could be travel to carry out the scope of the project or to present findings from the project.
- Itemize all travel costs (registration, airfare, transportation, lodging, meals) and identify the basis for determining the cost, such as prior trips.

The airfare must normally be at the lowest available coach class rate. All travel must directly benefit the sponsored project.

Supplies & Materials

Per federal guidance, supplies and small equipment have a per-item value of less than \$5,000. When anticipated, the proposal budget justification must indicate the general types of expendable materials and supplies required. Supplies may be charged if they are above and beyond what is incurred during normal operation. Office supplies, such as binders, pens, paper, personal computers, flash drives, postage, etc., are not allowable as direct costs.

A computing device is considered a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the PMI project. Details and justification must be included for items requested to support the project.

Publication Costs

Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. Preparation, content, editing, identification of authorship and submission for publication of significant research findings are the responsibility of the investigators.

Acknowledgment of PMI's support in any publication (including web pages) is also the responsibility of the investigator and must be done unless otherwise provided in the grant.

The publication costs of a book or monograph are not allowed.