



# National Aeronautics and Space Administration (NASA) Small Business Innovation Research (SBIR) Ignite Solicitation

## PROPOSAL BUDGET

### Direct Labor

- Enter the labor description and cost for each person who will be working on the proposed research effort.
- Note that each employee's contribution to the project must be identified in the White Paper.
- Do not include labor costs for employees who are not directly contributing to the project. Costs for these should be included in the Overhead or G&A sections of this proposed budget.
- If the key personnel for your R/R&D effort exceed the available placeholders below, include the information as a PDF, Word document, or Excel file along with your submission files.

#### PRINCIPAL INVESTIGATOR (required)

Name

#### Labor Category

Labor Categories facilitate classification of the work/labor to be performed. The labor category chosen should be in alignment with the role. You must choose from the predefined list of labor categories, with the option to select "Not Specified" if there is no appropriate match.

#### Level of Education

PhD	Master's Degree	Bachelor's Degree
Associate's Degree	Some College	High School

#### Years of Experience

#### Direct Labor Cost

If applicable, include the Employee Fringe Rate. Fringe benefits are employee associated costs such as health plan expenses, pension plan expenses and workman's compensation expenses, among others. These costs are expressed as a rate by employee class. The rate is the pooled costs of these benefits divided by the total salaries in each employee class.

Employee Hours

Employee Rate

Employee Fringe Rate

Total Cost

ROLE NO. 2 (if applicable)

**Are they key personnel?**

Key personnel are any personnel whose expertise and functions are essential to the success of the project. The Principal Investigator must be included as key personnel. The key personnel listed here should be in alignment with the key personnel identified in Part 4 your white paper.

Yes            No

**Name**

**Role**

**Labor Category**

Labor Categories facilitate classification of the work/labor to be performed. The labor category chosen should be in alignment with the role. You must choose from the predefined list of labor categories, with the option to select "Not Specified" if there is no appropriate match.

**Level of Education**

PhD	Master's Degree	Bachelor's Degree
Associate's Degree	Some College	High School

**Years of Experience**

**Direct Labor Cost**

If applicable, include the Employee Fringe Rate. Fringe benefits are employee associated costs such as health plan expenses, pension plan expenses and workman's compensation expenses, among others. These costs are expressed as a rate by employee class. The rate is the pooled costs of these benefits divided by the total salaries in each employee class.

Employee Hours

Employee Rate

Employee Fringe Rate

Total Cost

**ROLE NO. 3** (if applicable)

**Are they key personnel?**

Key personnel are any personnel whose expertise and functions are essential to the success of the project. The Principal Investigator must be included as key personnel. The key personnel listed here should be in alignment with the key personnel identified in Part 4 your white paper.

Yes            No

**Name**

**Role**

**Labor Category**

Labor Categories facilitate classification of the work/labor to be performed. The labor category chosen should be in alignment with the role. You must choose from the predefined list of labor categories, with the option to select "Not Specified" if there is no appropriate match.

**Level of Education**

PhD	Master's Degree	Bachelor's Degree
Associate's Degree	Some College	High School

**Years of Experience**

**Direct Labor Cost**

If applicable, include the Employee Fringe Rate. Fringe benefits are employee associated costs such as health plan expenses, pension plan expenses and workman's compensation expenses, among others. These costs are expressed as a rate by employee class. The rate is the pooled costs of these benefits divided by the total salaries in each employee class.

Employee Hours

Employee Rate

Employee Fringe Rate

Total Cost

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**Are the labor rates detailed above fully loaded?**

Fully loaded labor rate is the full hourly cost to employ a worker, which includes wages and the burden of the additional costs such as fringe benefits, health insurance, facilities costs, etc.

Yes      No

If **yes**, please explain any costs that apply.

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**Provide any additional information and cost support data related to the nature of the direct labor detailed above.**

Labor charges that do not compare favorably to state averages at <https://www.bls.gov/> require additional documentation supporting the proposed salaries.

If you have any necessary labor rate documentation, include the information as PDF(s), Word document(s), or Excel file(s) along with your submission files.

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### Overhead

- Specify current rate and base.
- Use current rate(s) negotiated with the cognizant Federal negotiating agency, if available, OR
- Provide a number for total estimated overhead costs to execute the project.

**Overhead rate or cost?**

Rate (%)              Cost (\$)

If **rate**, please provide:

If **cost**, please provide:

**Please specify the different cost sources below from which your company's Overhead costs are calculated.**

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### G&A

- Enter rate or total cost for the General and Administrative expenses for this proposal.
- Specify current rate and base. Use current rate(s) negotiated with the cognizant Federal negotiating agency, if available, OR
- Provide a number for total estimated G&A costs to execute the project.
- Specify the different cost sources below from which your company's General and Administrative costs are calculated.

**G&A rate or cost?**

Rate (%)              Cost (\$)

If **rate**, please provide:

If **cost**, please provide:

Please specify the different cost sources below from which your company's General and Administrative costs are calculated.

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### Profit Rate/Cost Sharing

See Section 5.6 of the solicitation.

- Profit to be added to total budget, shared costs to be subtracted from total budget, as applicable.
- For Cost Sharing, please enter rate or cost as a negative number.

#### Profit Rate or Cost Sharing?

Profit Rate (%)                      Cost Sharing (\$)

If **Profit Rate**, please provide:

If **Profit Rate**, please provide details below on profit calculations, if desired.

If **Cost Sharing**, please provide:

If **Cost Sharing**, please provide details below on cost-sharing calculations, if desired.

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### Subcontractors/Consultants (if applicable)

- If your proposed R/R&D requires the use of subcontractors/consultants, complete the Subcontractors/Consultants Form for each proposed subcontractor/consultant.
  - The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/solicit/80089/detail?data=ch8>.
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## **Technical and Business Assistance (TABA) (if applicable)**

- If your proposed R/R&D requires the use of TABA, complete the Technical and Business Assistance Form for each proposed TABA vendor.
  - The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/solicit/80089/detail?data=ch8>.
  - Refer to Section 1.9 of the 2022 Ignite solicitation for information on what services qualify as Technical and Business Assistance and Section 3.5.3.8 for additional instructions on how to propose.
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## **Other Direct Costs (ODCs) (if applicable)**

- If your proposed R/R&D requires ODCs, complete the corresponding ODC form for each proposed ODC. The following are the available ODC types:
  - Materials
  - Supplies
  - Equipment
  - Travel
  - Other
- The ODC forms can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/solicit/80089/detail?data=ch8>.