**Standard text for budget justifications**

*This information updates yearly so please double-check with your Pre-Award Associate each summer to see if the numbers have changed. Use those items that apply to your specific budget.*

**Salary Escalation**

Add the following language as applicable at the end of your salary sections:

Faculty Salaries escalate 4.0% annually on December 1 for budget preparation purposes; actual salaries in place during the time of the award are charged.

Staff and wage salaries escalate 3% on December 1 for budget preparation purposes; actual salaries in place during the time of the award are charged.

GRA Salaries escalate 4.0% annually on August 16 for budget preparation purposes; actual salaries in place during the time of the award are charged.

**Fringe Benefits**

Add the following language and the table in a section labeled Fringe:

Fringe Benefits are calculated in accordance with Virginia Tech’s federally negotiated fringe rate agreement which is available at <http://osp.vt.edu/resources/rates.html>. Rates are as follows*:*

|  |  |  |
| --- | --- | --- |
| FRINGE RATES | Through | On/After |
|  | 6/30/20 | 7/1/20 |
| Regular Faculty | 32.75% | 34.25% |
| Special Research Faculty | 34.75% | 38.75% |
| Part Time Faculty | 20.25% | 21.75% |
| SMR Faculty/Wage Employee | 7.50% | 8.00% |
| GRA | 9.50% | 9.00% |
| Classified Staff | 49.75% | 52.75% |

*[Note: The fringe rate table above can be found and copied from your budget for the most current rates. Remove the first column if it does not apply. ]*

**Tuition**

Add the following as the text in a section labeled Tuition:

Tuition:Per Virginia Tech’s policy, in-state tuition is budgeted in proportion to the level of effort for the GRA. Tuition is based on the 2019-2020 tuition schedule for a GRA on the Blacksburg campus. Tuition escalates 3% annually on August 16 for budget preparation purposes; actual tuition in place during the time of the award are charged.

*[Note: the year should be updated each summer; the escalation rate may change. Modify the location if not on the Blacksburg campus.]*

**Indirect Costs**

Facilities & Administrative Costs [aka Indirect costs] are calculated using Virginia Tech’s federally negotiated rate of 60% MTDC for on-campus research. A copy of the indirect cost rate agreement is available at: <http://osp.vt.edu/resources/rates.html>.

*[Note: As applicable, change the rate type of work. on- or off-campus; or indicate if the rate is a sponsor policy.]*