BUDGET Guidelines for
M.J. MURDOCK TRUST EQUIPMENT GRANTS updated 10/07/2010

Cost-sharing, Match and Other Support Guidelines Murdock Engineering or Scientific Research Equipment Proposals

Murdock Equipment Grant Proposals:

When completing the provided application form from Murdock, please follow the instructions as directed below for each section.

SECTION B, Page 1:

“Outside Funding in Hand” is the amount already received or awarded from outside agencies for this project. The figure entered here should be identified with a ** for reasons explained in Section D below.

“Funding Committed from Institution” is the actual firm commitment of the institution to the direct costs of this project. These commitments must be expended within the proposed project period (i.e. after the Murdock grant is awarded and before the project is complete). This “cost share” or “match” (hereafter referred to as cost share) must be at least a one-to-one, dollar-for-dollar match of the funded amount from the Murdock Trust. This commitment will be tracked and accounted for within WSU’s administrative procedures. These amounts require WSU approval at the appropriate levels for all commitments made and will be marked with * in section D.

“Balance From Other Sources” should be listed here and detailed in Section D. The figure entered here should be identified with a ** for reasons explained in Section D below.

SECTION C, Financial Support: This section contains only departmental information. This section does not imply cost share or support for the project. It is only for background information for the Murdock Trust.

SECTION D, Itemized Project Budget (See Example Budget attached.)

Four-column Spreadsheet: When developing the budget spreadsheet for Murdock proposals, it is important to clearly identify which items or dollars are committed by WSU as cost-share by placing an asterisk (*) next to the item description in the “Item” column. Items which are designated as “other leverage or support” should be identified with two asterix (**). Remember, all items listed as cost share for the project must be expended within the project period.

1. Cost share*. The items in (a) below are considered committed cost share when they are included in the proposal budget, and -- per instructions from the M.J. Murdock Trust -- should be marked with a single asterisk (*). These items will require review and approval from the appropriate levels of administration prior to the proposal being submitted. The total amount listed as cost share and identified with a single asterisk, must be listed on OGRD’s eREX form in the appropriate cost share sections. (See OGRD’s Guideline 2 at http://www.ogrds.wsu.edu/memos/guideline2/Guideline2.pdf for proper steps for approval.)

   Important considerations in designating cost share:

   • Committed cost share is tracked, accounted for and can be audited. Listing committed cost share within the any proposal obligates the recipient of the proposal and his/her respective departments, to that commitment. Even if an expected commitment does not come through, the recipient and his/her departments will be required to come up with an equivalent amount or commitment.
• If funds from outside sponsors are listed as cost share (i.e. marked with a single asterisk *), a written approval from the providing sponsor will be required in order to list that commitment. For example, if a large piece of equipment which was purchased with funds provided by the Bill & Melinda Gates Foundation is offered as cost share and marked with a single asterisk *; a letter of approval to do so from the Gates Foundation will be required for the file. The letter should specifically state the amount of funds or value of the commitment being given.

Some other examples of cost share which may be listed (*):

i. Funds provided for the purchase of a portion of the requested equipment and/or for pieces of equipment which are supportive or ancillary to the requested equipment. These funds:
   a. must be expended during the project period
   b. cannot be federal funds
   c. cannot have been used as cost share on any other application
   d. require written approval or authorization from the department or other entity committing the funds as cost share

ii. Salaries, benefits and overhead for personnel critical to the facility in which the equipment will be placed (e.g. faculty, lab managers and technicians, etc.).

iii. Service and maintenance contracts needed to keep the equipment up after the first warranty expires. Supplies can be identified as cost share if necessary, but are strongly discouraged because of the excessive administrative burden of tracking individual supplies per project.

iv. Graduate student assistantships or tuition waivers.

v. If renovation costs are being considered for possible cost share, please contact OGRD to discuss before completing your budget.

2. Items of “other support or leverage” (**): The following items may be considered support or leverage for a project, while not an official institutional commitment to be accounted for on the project. “Other” support or leverage is only listed to communicate the current abilities and facilities which WSU has available to support the project or any other similar project. To clearly communicate this arrangement to the Murdock Trust, each of these items should be identified with a ** next to the amount. At the bottom of the budget spreadsheet the ** should precede a paragraph that clearly explains WSU’s and WSUF’s administrative requirements for support or leverage.

• Some examples of “other” support or leverage which may be used are:

  1. Renovations of space where the instruments will be placed. If renovation costs are being considered for “other” support vs. cost share, please contact OGRD to discuss before completing your budget.

  2. Additional pieces of equipment auxiliary to the requested instrument which are already on hand or will be purchased upon acquiring the equipment requested.

  3. Other equipment acquired from federal and/or private sponsors and/or university departments which will be available for use.

• Other Support Paragraph (**): to ensure the identification of “other” support (i.e. not cost share) from the university. The following paragraph should be added below the budget table in Section D, on page 3 of the proposal narrative. It will refer to items identified with the ** within the budget table.

** WSU is including in this proposal outside federal, state and/or private funds or resources received in support of related research/activities undertaken by the Principal Investigator (PI) or Co-PI(s). The **
identified resources are listed in this Murdock/Keck proposal as support or leverage for this project and
are not to be understood as a commitment of cost share by WSU or the external grantor(s).

SECTION E. Project Funding Strategy and Goals: Section E is the only section in which support requested for this
project, but not received, may be listed. Both the sources and amounts should be described, and if the funding
strategy is for multiple year support, the instructions say it should be described in column form as in Section D.

This section should clearly communicate that the expected funds or support will be “other” support, not cost share,
as listing these “not yet received” funds as cost share would commit the specific WSU department(s) to finding
other sources of cost share if the expected funds or support did not come in.

The statement below should also be included in this section to allow for clear communication in the proposal
regarding WSU’s intent to use a Murdock award from this proposal, if chosen, as support or cost share on other
proposals.

“Any future WSU applications/proposals for funding to support this or related
research/activity may list in the specific proposal/application budget the funds received
from a Murdock grant, if awarded, as “outside resources received.”

Notes: If the proposal is not fully awarded, WSU may request that the dollar amount for items designated in the
original proposal as WSU’s cost-share commitment be reduced.

Murdoc Example Budget:

D. Itemized Project Budget: The following table shows the scope of our overall program and
equipment that we are requesting from the Murdock Charitable Trust. A clear rationale for the level of
support has also been added on page 1. The proposal to Murdock is for one year of funding, since all the
requested equipment can be purchased during that time.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Status</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laser Engineered Net Shaping (LENS)</strong></td>
<td>$440,000</td>
<td>Purchased in 2005</td>
<td>W. M. Keck Foundation; ONSR-DURIP; ONSR</td>
</tr>
<tr>
<td><strong>Laser Engineered Net Shaping (LENS)</strong></td>
<td>$200,000</td>
<td>Purchased in 2005</td>
<td>ONSR-DURIP</td>
</tr>
<tr>
<td><strong>Microwave Sintering of Ceramics</strong></td>
<td>$60,000</td>
<td>Ordered</td>
<td>ONSR-DURIP</td>
</tr>
<tr>
<td><strong>Cold Isostatic Pressing (CIP)</strong></td>
<td>$35,000</td>
<td>Purchased in 2005</td>
<td>ONSR-DURIP</td>
</tr>
<tr>
<td>Nano-powder synthesis and coating set-up</td>
<td>$220,000</td>
<td>Will be ordered</td>
<td>W. M. Keck Foundation; ONSR-DURIP; ONSR</td>
</tr>
<tr>
<td><em>SS --- PC1 Photon Counting Spectrofluorometer</em></td>
<td>$56,000</td>
<td>Will be ordered</td>
<td>WSU-VCAPP</td>
</tr>
<tr>
<td><em>KinTek --- SF-2004 Stopped-flow Instrument</em></td>
<td>$72,500</td>
<td>Ordered</td>
<td>WSU-VCAPP</td>
</tr>
<tr>
<td><em>KinTek --- SF-2004 Stopped-flow Instrument</em></td>
<td>$383,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total from WSI, federal grants and private foundations</td>
<td>$1,083,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The financial information provided in addition to sponsor support simply communicates research
program support costs vs. specific project cost-share commitment.