

**AQUACULTURE & FISHERIES CRSP PROPOSAL**  
**US LEAD PARTNER INSTITUTION**  
**BUDGET MATERIALS AND INSTRUCTIONS**

**(Note:** Please note that there are two additional sets of budget materials for use by Subcontracting US Institutions and Host Country Institutions.)

**BUDGET OVERVIEW**

**BUDGET CHECKLIST**

<input type="checkbox"/>	3 Single-year US Lead Partner Institution Proposal Budget Forms with Lead Institution approval
<input type="checkbox"/>	3 US Lead Institution Justification Forms (one for each single-year budget)
<input type="checkbox"/>	1 Combined-Year US Lead Institution Proposal Budget Form with Lead Institution approval
<input type="checkbox"/>	For each subcontract to another US institution:
<input type="checkbox"/>	• 3 Single-year Subcontracting US Institution with Subcontracting Institution approval
<input type="checkbox"/>	• 3 Subcontracting US Institution Justification Forms (one for each single-year budget)
<input type="checkbox"/>	• 1 Combined-Year Subcontracting US Institution Justification Forms with Subcontracting Institution approval
<input type="checkbox"/>	For each subcontract to a HC institution:
<input type="checkbox"/>	• 3 Single-year HC Institution Budget Forms
<input type="checkbox"/>	• 3 HC Institution Justification Forms (one for each single-year budget)
<input type="checkbox"/>	• 1 Combined-year HC Institution Budget Form

**TIMING**

Year One (partial year): 1 April 2007 (or later start date) to 30 September 2007

Year Two: 1 October 2007 to 30 September 2008

Year Three: 1 October 2008 to 30 September 2009 (or earlier end date)

Funding is contingent on timely award of USAID funding to the CRSP; late program funding by the donors could set back actual anniversary dates.

In all cases, proposals awarded under this RFP will have a maximum duration of 30 months. Final-year budgets can end no later than 30 September 2009.

Year 1 budgets will be for 6 months, Year 2 budgets will be for 12 months, and Year 3 budgets will be for 12 months.

**SECONDARY SUBCONTRACTS**

Funds that will be subcontracted from the Lead Institution to another US institution should appear as an individual line item in the Lead Institution Budget under the category of Supplies and Services. The supporting documentation is three single-year Subcontracting US Institutions budgets and one combined-year Subcontracting US Institution budget, all with the signed formal approval of the Subcontracting US Institution.

Funds that will be subcontracted from the Lead Partner Institution to a HC institution should also appear as an individual line item in the Lead Institution Budget under the category of Supplies and Services. The supporting documentation is three single-year HC Institution budgets and one combined-year HC institution budget.

In some instances, a Subcontracting US Institution might issue a secondary subcontract to a Host Country Institution.

## HOST COUNTRY EXPENSES

**NOTE: At least 50% of direct costs must go towards the Host Country (Countries).**

Whether expended directly or via subcontract, 50% of **direct costs** must be expended in or on behalf of the Host Country or region. "In or on behalf of the HC" are those expenses used for:

- HC personnel services
- HC Supplies
- HC Equipment (defined as having a unit value of \$5,000 or more; all equipment purchases require special approval from USAID)
- Commodity purchases by a participating US institution for use by a HC entity or by the US institution in a HC
- Costs for training of participants from USAID-eligible countries
- Travel and conference attendance for HC personnel

US costs are all costs associated with the performance of employees of participating US institutions working in the US or in the developing countries on both short and long-term assignments. Travel of US personnel to Host Countries is not counted as HC costs. Degree training at a US University of a student from a USAID-eligible country different from the project-identified Host Country *may* count towards HC costs, provided the HC PI agrees. Please contact the CRSP Director if you have specific questions about what to include under HC expenses: [acrsp@oregonstate.edu](mailto:acrsp@oregonstate.edu).

The Lead budget may capture contributions made by subcontracting institutions, as eligible. For example, Host Country costs budgeted by US subcontracting institutions can be accounted for in meeting the overall 50% Host Country contributions requirement.

## MATCHING FUNDS

### US INSTITUTIONAL NON-FEDERAL COST SHARE COMMITMENT

**NOTE: At least 35% of total costs must be matched by US non-federal cost share.**

Proponents should target a 50% overall match for this project. As you develop your cost-share budget, please note that the US non-federal cost-share requirement is at least 35% of the total match. Please indicate the nature of the cost-share commitment on your budget justification form. Cost-share may be in-kind or cash contributions. (The USAID reference document for cost-share is 22CFR 226.23.)

The Lead budget may capture contributions made by subcontracting institutions, as eligible. For example, non-federal cost share provided by US subcontracting institutions can be accounted for in meeting the overall 35% non-federal cost share requirement.

## HOST COUNTRY CONTRIBUTIONS

**NOTE: At least 50% of total costs must be matched by the sum of US non-federal cost share the Host Country (Countries) contributions.**

HC Institutions are also asked to contribute resources to CRSP efforts in the form of in-kind supplies and services, direct financing, and personnel support. Please make every effort to quantify and report these HC contributions to the CRSP Management Entity, as they provide an essential indicator of HC support of project activities, and in turn an indicator of program robustness overall. The total HC and US matching contributions should total 50%.