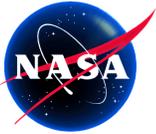


Budget Execution at ESTO

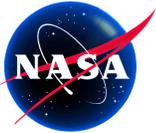
EARTH SCIENCE TECHNOLOGY FORUM
Pasadena, CA
June 22, 2011

David Long
Resource Analyst



Background

- Once NASA Research Announcement (NRA) awards are made by ESTO:
 - The budgets are screened for disallowable and excessive costs
 - Budget backup and justification is requested from
 - Earth Science Technology Office (ESTO) for all awards
 - NASA Shared Services Center (NSSC) for universities and industry
 - Start dates are selected
 - Funding is issued



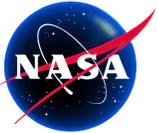
NSSC Governing Authority and Guidance

- Grant Officers must determine if proposed costs are Reasonable, Allowable, and Allocable.
- Grant and Cooperative Agreement Handbook
http://prod.nais.nasa.gov/pub/pub_library/grcover.htm
- Cost Principles:
 - 2 CFR 220 (OMB Circular A-21) Educational Institutions
http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf
 - 2 CFR 230 (OMB Circular A-122) Non-Profit Organizations
http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
 - 2 CFR 225 (OMB Circular A-87) State, Local, and Indian Tribal Governments
http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
- Guidebook for Proposers (link)
<http://www.hq.nasa.gov/office/procurement/nraguidebook/>



NSSC Budget and Budget Justification/Detail

- Direct Labor
 - Level of effort and separate breakout of fringe for all Categories
- Rates
 - Indirect and Fringe Rates should not be higher than the negotiated rates
 - If no agreement, then need basis of computation and/or other grants/contracts with federal agencies with same rates
- Travel
 - Number of trips, travelers per trip, destination, and duration
 - Breakdown of costs: airfare, lodging, meals, ground transportation, registration fee
 - Separate domestic and foreign



NSSC Budget and Budget Justification/Detail

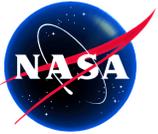
- Equipment
 - Description, breakdown of costs, basis of estimate (i.e., quotes)
- Subcontractor
 - Statement of work and Budget with detail
- Supplies and Materials
 - Description, breakdown and basis of estimate (ie., quotes, internet research)
- Publications
 - Estimated number of publications, cost per page and color figures
- Other Costs
 - Identified and broken out



NSSC Budget Example (Foreign Travel)

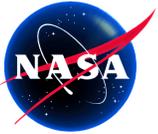
Name of Traveler: Dr. J
Destination: Madrid, Spain
Departure Date: 9/20/2011
Return Date: 9/24/2011
Total Estimated Cost: \$2,761.50

International Air Fare: RT, Boston-Madrid	\$1,275.00
Per Diem	
Lodging - (3 nights @ \$256/night)	\$768.00
M&IE - (3 days @ \$143/day)	\$429.00
M&IE - (2 partial days @ \$107.25/day)	\$214.50
Misc. expenses (Taxi from airport)	<u>\$75.00</u>
Tostal Estimated Cost	\$2,761.50



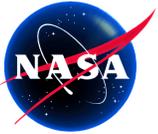
Travel

- New request: Submit to ESTO list of all proposed foreign trips each fiscal year.
- Travel to ESTF
 - Travel costs is reimbursed per abstract/presenter.



Subcontracting

- The period of performance for all subcontracts must be consistent with your Phase Year award
- Do not sign a 3-year contract. Negotiate a one-year base and two one-year options
- ESTO does not cover all termination fees if your award is not authorized to proceed to the next Phase



Funding

- ESTO only incrementally funds awards due to
 - Continuing Resolutions
 - Funding several awards
 - NASA Cost metrics
- If you have Co-Is at other Centers
 - The P.I. is responsible for all funds at other institutions, NASA included
 - If you would like to re-allocate funds between institutions, please talk to us as soon as possible, even before annual review

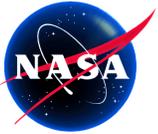


Annual Reviews

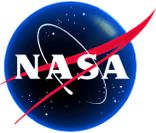
- Keep in mind – annual reviews are to review the progress and to approve option to continue work
- Phase vs Fiscal Years
 - Cannot spend more than phase year allocation
 - For NASA/JPL, work with Center Financial Associates
 - They can provide budget data by fiscal year and by phase year
 - Assist in annual review charts



Standard Financial Charts for ESTO Reviews



University and Industry Awards

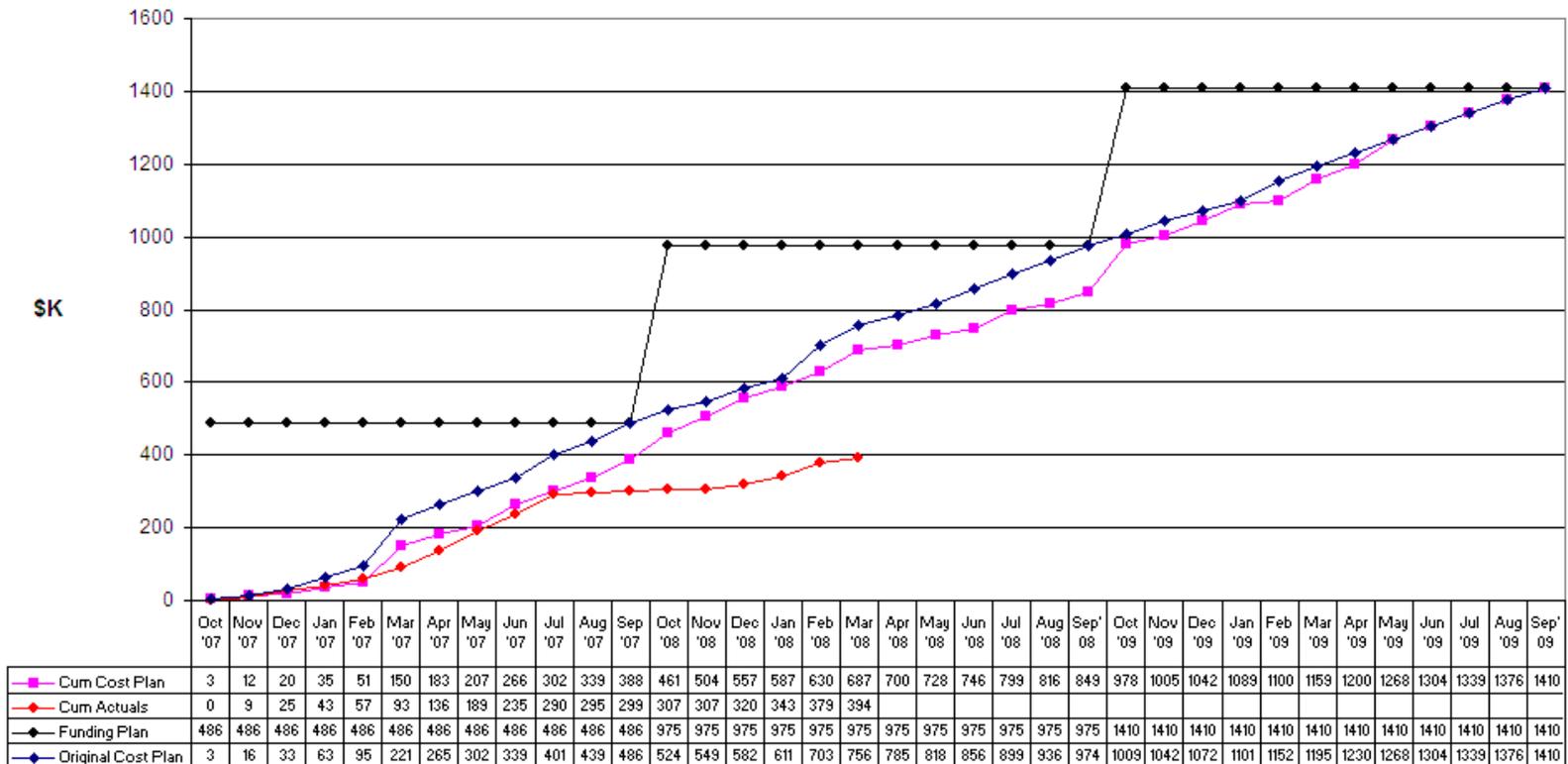


University and Industry Award Guidance

- One or two slides for entire period of performance included in the main presentation
 1. Cumulative plan vs. actual cost slide with explanations
 2. Other explanations
- Include on each slide
 - Deviations from plan
 - Financial impact
 - Mitigation of financial problems
- Do not include (unless supports explanations, and on 4th slide)
 - Spreadsheets
 - Pie charts
 - Lower detail (e.g. procurements, travel, etc.)

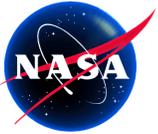


University and Industry Cost Slide Example



- Costs below plan due to
 - Workforce reassigned to other mission (\$200K)
 - No billing of delayed procurement (\$80K)
- Impact: Milestone 3 slip by four months
- Mitigation
 - Workforce returning in April, will review at that time
 - Currently working with legal office to ease acquisition



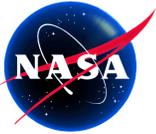


NASA and JPL Awards

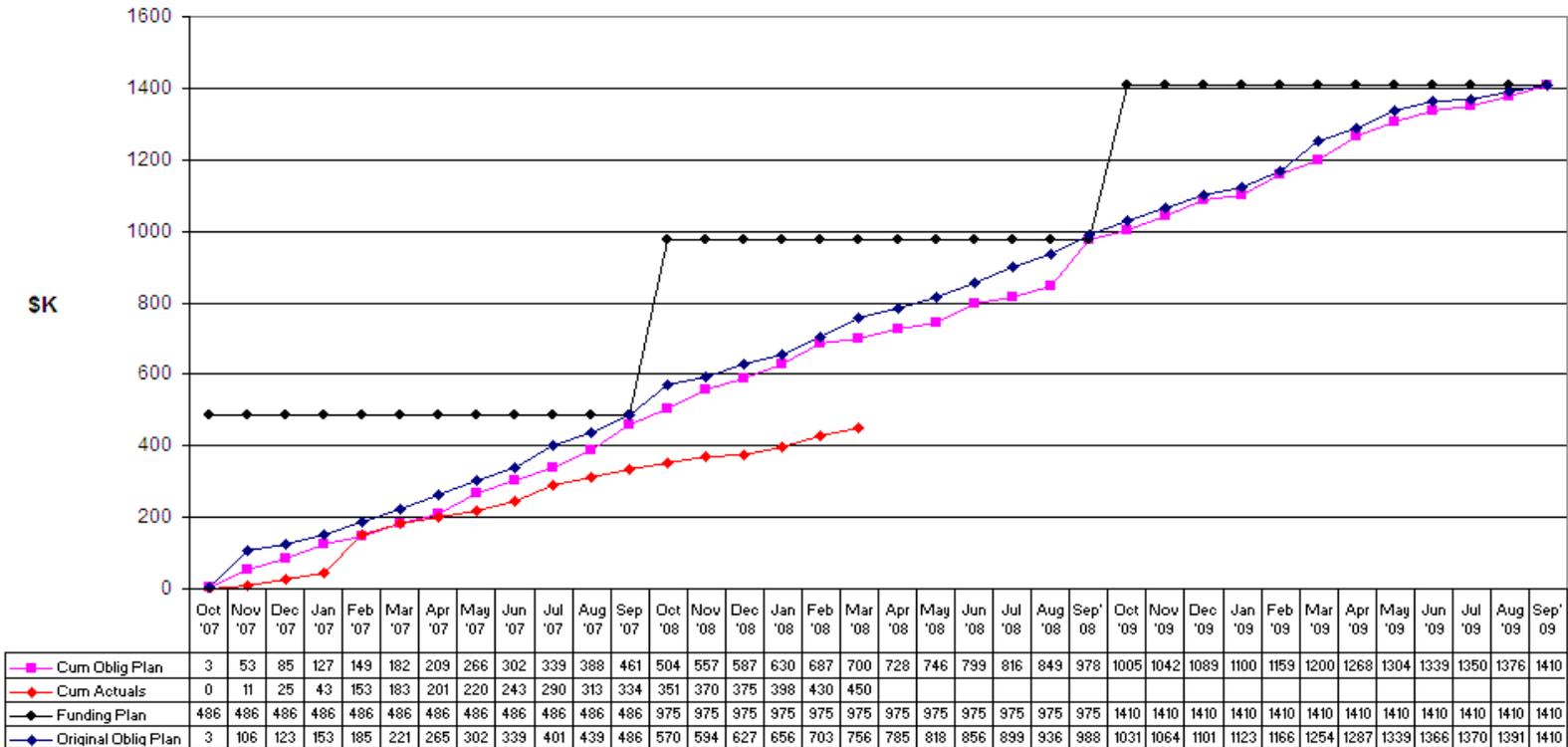


NASA and JPL Award Guidance

- Three to four slides prepared by your financial contact for entire period of performance included in the main presentation
 1. Cumulative plan vs. actual obligations slide with explanations
 2. Cumulative plan vs. actual cost slide with explanations
 3. Workforce slide with combined FTE/WYE level and explanations
 4. Other explanations if necessary
- Include on each slide
 - Funding plan
 - Deviations from plan
 - Financial impact
 - Mitigation of financial problems
- Do not include (unless supports explanations, and on 4th slide)
 - SAP / BW downloads
 - Pie charts
 - Lower detail (e.g. procurements, travel, etc.)



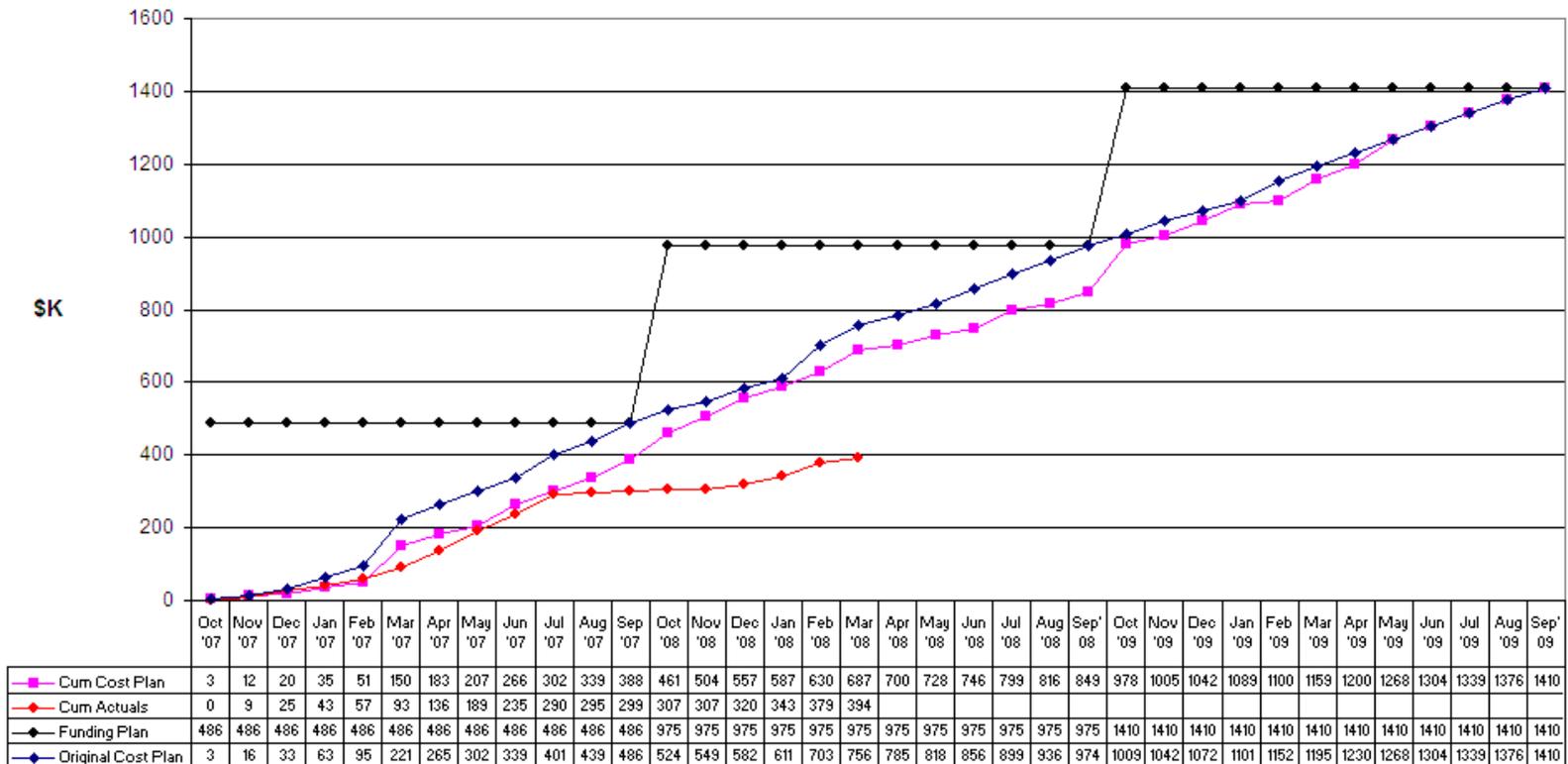
NASA and JPL Obligation Slide Example



- Obligations below plan due to
 - Workforce reassigned to other mission (\$200K)
 - Delay in large procurement due to legal issue (\$80K)
- Impact: Milestone 3 slip by four months
- Mitigation
 - Workforce returning in April, will review at that time
 - Currently working with legal office to ease acquisition



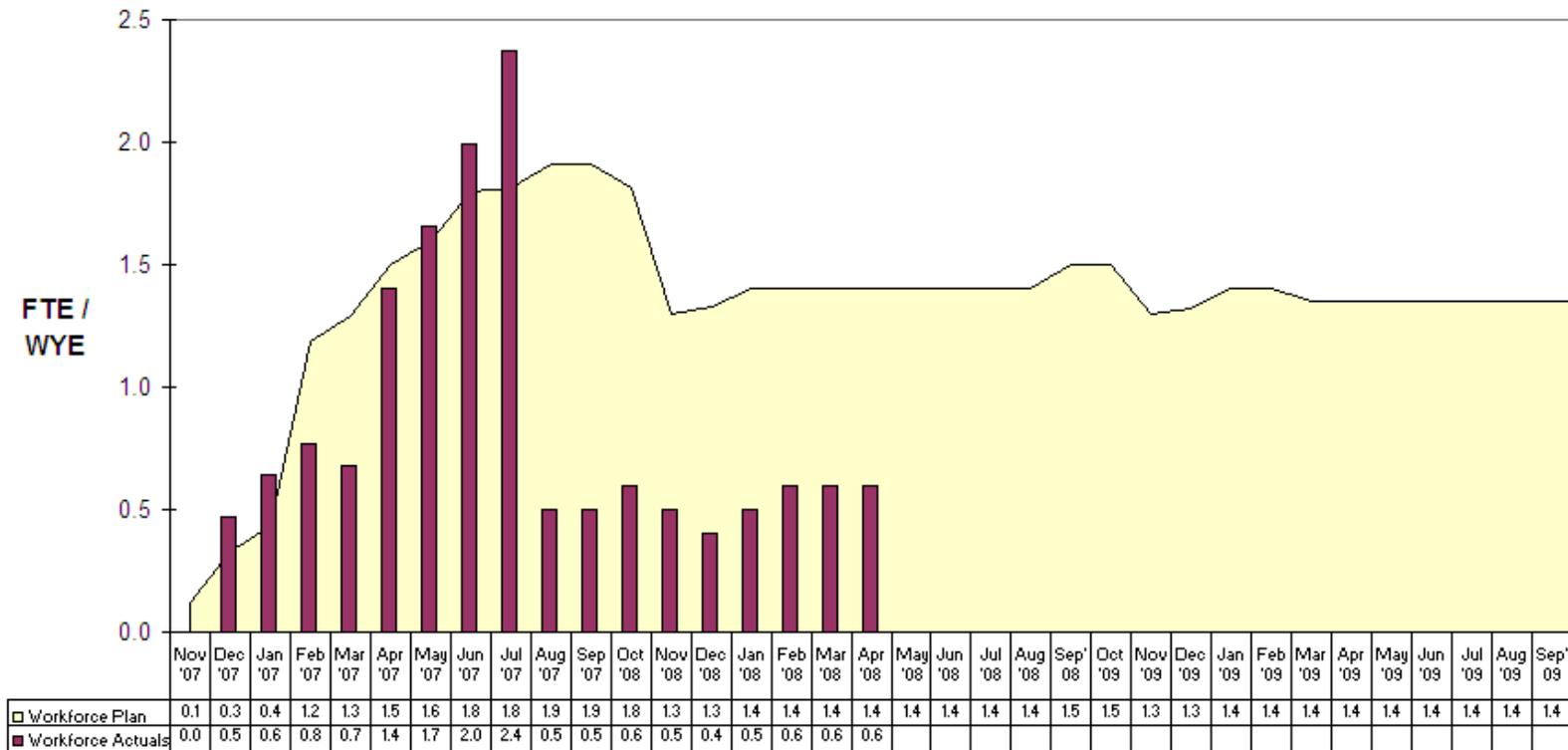
NASA and JPL Cost Slide Example



- Costs below plan due to
 - Workforce reassigned to other mission (\$200K)
 - No billing of delayed procurement (\$80K)
- Impact: Milestone 3 slip by four months
- Mitigation
 - Workforce returning in April, will review at that time
 - Currently working with legal office to ease acquisition



NASA and JPL Workforce Slide Example

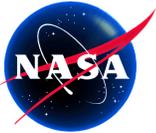


- Workforce below plan due to
 - Workforce reassigned to other mission (\$200K)
- Impact: Milestone 3 slip by four months
- Mitigation
 - Workforce returning in April, will review at that time



Bad Phasing Plan Examples

- Showing “commitment” plans, not obligation plans (NASA/JPL)
- Actuals include “projected” actuals
- Obligation plans higher than funding
- No explanations on large variances



No-Cost Extensions (NCEs)

- Submit NCEs through ESTO e-Books

<https://esto.reisys.com/ebooks/esto/index.jsp>

- Once authorized by Program Manager, the P.I. will receive an automated e-mail authorization.
- The P.I. will then be given a link to fill out a short form, in order for the Contract Specialists to officially modify the contract vehicle.
- The P.I. will then receive approval confirmation.



Follow Up Questions

- If you have specific questions, ESTO financial staff is available throughout this forum:
 - David Long
David.M.Long@nasa.gov
(301) 286-3650
 - Carl Wagenfuehrer
Carl.M.Wagenfuehrer@nasa.gov
(301) 286-3404
 - Teresa Dorsey
Teresa.N.Dorsey@nasa.gov
(301) 286-8868