

## INSTRUCTIONS FOR COMPLETING THE USDA RATE FORMULA

Enter the **Total Direct Cost (TDC) Amount for each period into the first group of yellow boxes.** This amount can be obtained from InfoED by clicking on the Budget > "F&A" tab > select "Sponsor" from the Source View dropdown menu > Scroll to the bottom of the page > total direct costs per period

1.) are available in line titled "Direct Cost Totals"

Enter the **Modified Total Direct Cost (MTDC) Amount for each period into the second group of yellow boxes.** This amount can be obtained from InfoED by clicking on the Budget > "F&A" tab > select "Sponsor" from the Source View dropdown menu > select "MTDC" from the Base dropdown menu > select "Federal Negotiate Research" from the Rate dropdown menu > Click the "Apply" button > Scroll to the bottom of the page > total modified direct costs per period are available in line

2.) titled "F&A Base Totals"

Once the Total Direct Cost and Modified Total Direct Cost Amounts have been entered, the USDA and URI F&A amounts will automatically populate for each period. The lesser of the two rates should

3.) be applied in the proposal.

If the total USDA F&A Costs are less than the total URI F&A Costs AND cost-share is required by the sponsor, the waived indirect costs can be used as match in the budget. To enter the waived overhead as match in the InfoED budget click on the Budget > "F&A" tab > select "Institution" from the Source View dropdown menu > Click the "Manual F&A" button > Scroll to the bottom of the page > under "F&A Breakdown" select the arrow next to each period number. This will display multiple F&A budget lines. > For each budget period: Enter the Start and End Date > Enter "MTDC" for Indirect Cost Type > Enter the waived indirect cost rate. This is the rate provided in the Formula spreadsheet under "Waived F&A Amount." > Enter the F&A Base. This is the MTDC Amount entered into Formula

4.) spreadsheet under Instruction #2 above.