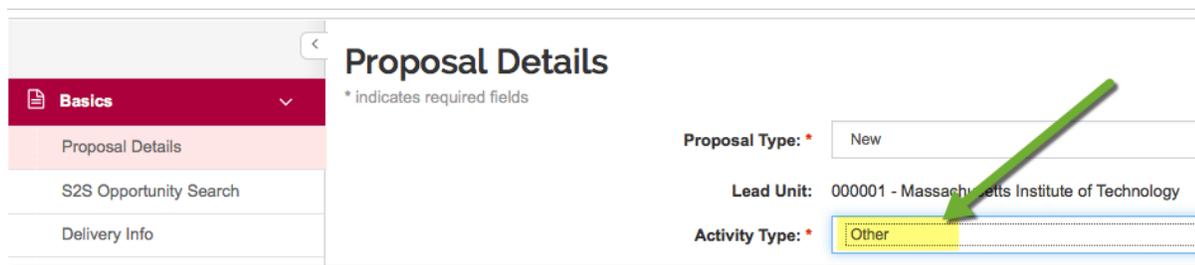


Overview:

For all **federal proposals for non-research activities** (Activity types "**Instruction**" and "**Other**"), the indirect cost rate should be set at **10%** Modified Total Direct Costs (MTDC), the federal *de minimis* rate.

Procedure:

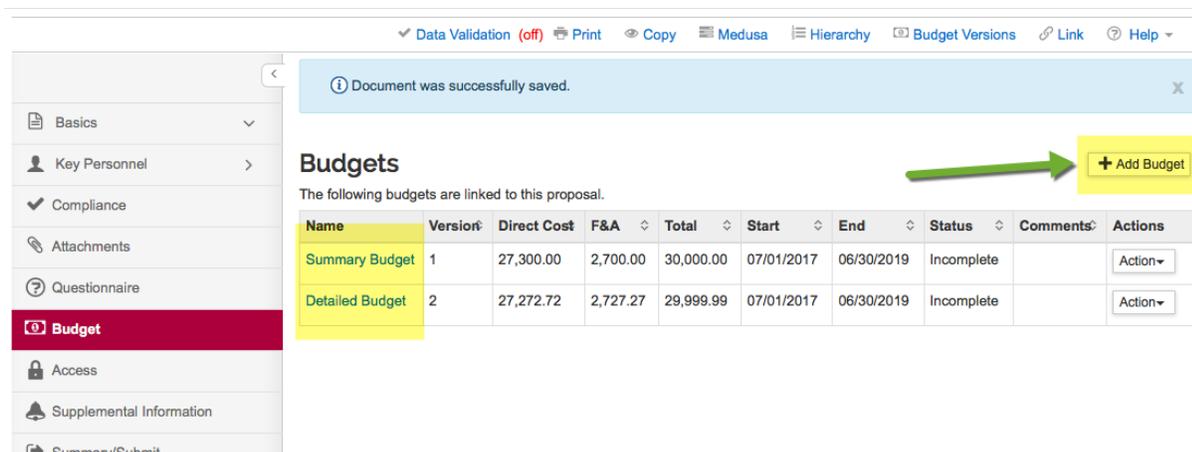
1. In **Proposal Details**, make sure the Activity Type is set to "**Instruction**" or "**Other**" as appropriate:



The screenshot shows the 'Proposal Details' form. On the left is a navigation menu with 'Basics' selected. The main form area has a 'Proposal Type' dropdown set to 'New', a 'Lead Unit' field with '000001 - Massachusetts Institute of Technology', and an 'Activity Type' dropdown menu. The 'Activity Type' dropdown is open, and 'Other' is selected. A green arrow points to the 'Other' option.

Figure 1 – Specify the Activity Type

2. Go to the **Budget tab** and "Add Budget" or open an existing budget version by clicking on the name:



The screenshot shows the 'Budgets' tab. At the top, there are utility icons for 'Data Validation (off)', 'Print', 'Copy', 'Medusa', 'Hierarchy', 'Budget Versions', 'Link', and 'Help'. A notification bar says 'Document was successfully saved.' Below this is the 'Budgets' section with a '+ Add Budget' button highlighted by a green arrow. A table lists linked budgets:

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Summary Budget	1	27,300.00	2,700.00	30,000.00	07/01/2017	06/30/2019	Incomplete		Action
Detailed Budget	2	27,272.72	2,727.27	29,999.99	07/01/2017	06/30/2019	Incomplete		Action

3. In the budget version you will make final, you will need to adjust **Budget Settings**, **Rates Tables**, and **Institutional Commitments**-> **Unrecovered F&A**:

Budget #1: Summary Budget

Marked For Submission: No
 Created: 07/21/2016
 Proposal: #33332
[more...](#)

[Data Validation \(off\)](#)
[Budget Settings](#)
[Summary](#)
[Budget Versions](#)
[Help](#)

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[Return to proposal](#)

Periods & Totals
[Recalculate with changes](#)
[Reset to period defaults](#)

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
07/01/2017	06/30/2019	24.0	30,000.00	27,300.00	2,700.00	15,556.00	62,015.00	0.00	0.00
		Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:
		24.00	30,000.00	27,300.00	2,700.00	15,556.00	62,015.00	0.00	

4. Budget Settings: Make sure these settings are in place:

- a. "Unrecovered F&A Rate type" to **Fund with Transaction Fee (FUNSN)**
- b. "F&A Rate type" to **MTDC**

Budget Settings

Project Start Date: 07/01/2017
 Project End Date: 06/30/2019

Total Direct Cost Limit: 0.00

Budget Status: Incomplete

On/Off Campus: Default

Residual Funds: 0.00

Total Cost Limit: 0.00

Unrecovered F & A Rate Type: Fund with Transaction Fee (FUNSN) ←

F&A Rate Type: MTDC ←

Comments:

Modular Budget:

Submit Cost Sharing:

5. In the **Rates table**, set the MTDC rates to **10%**

Rates Refresh All Rates Sync All

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Other F & A Fringe Benefits Inflation Vacation Other

Other F & A Sync to Current Institutional Rates Reset to Default

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Fund with Transaction Fee (FUNSN)					
Salaries	No	2017	07/01/2016	6.00	6.00
Salaries	Yes	2017	07/01/2016	54.70	54.70
Materials and Services	No	2011	07/01/2010	10.00	10.00
Materials and Services	Yes	2011	07/01/2010	10.00	10.00
Faculty and Student Salaries	No	2008	07/01/2007	0.00	0.00
Faculty and Student Salaries	Yes	2008	07/01/2007	0.00	0.00
MTDC					
MTDC	No	2017	07/01/2016	6.00	10.00
MTDC	Yes	2017	07/01/2016	54.70	10.00

6. In **Institutional Commitments > Unrecovered F&A**, you will need to enter the amount of unrecovered F&A for each year as a separate line. **Do not do this until the budget is ready to complete.**

Go to the **Periods and Totals** tab, and note how much underrecovery there is for each budget period:

Periods & Totals Recalculate with changes Reset to period

+ Add Budget Period

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
07/01/2017	06/30/2019	24.0	30,000.00	27,300.00	2,700.00	15,556.00	62,015.00	0.00	0.00
		Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:
		24.00	30,000.00	27,300.00	2,700.00	15,556.00	62,015.00	0.00	0.00

7. Then go to **Institutional Commitments > Unrecovered F&A**
- Enter amount of Unrecovered F&A for each year on a separate line
 - Enter **10%** as the Applicable Rate
 - List the funding source as "0000001"
 - Delete any empty lines

Unrecovered F&A

[View Summary](#)

Assign and distribute unallocated expenses to stakeholders, institutions, or other individuals.

[+ Add Unrecovered F&A](#)

	Fiscal Year	Applicable Rate	On Campus	Source Account	Amount	Actions
2	2018	10.00	Yes	0000001	15,556.00	
1	2018	10.00	No		0.00	
					Total Allocated: 15,556.00	
					Total Unallocated: 0.00	

For questions or problems using this Quali Quick Reference Card or the procedure it describes, please email the Research Administration Education & Support team at ra-help@mit.edu

Include your **Name**, **Contact Information**, and the **Proposal, Award, or IP Number**.