

Prepared by Office of Research Services  
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A8.900 ACCOUNTING FOR RESEARCH & TRAINING CONTRACTS & GRANTS

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A8.911 Procedures for Fringe Benefits Included in Proposal Budgets

1. Purpose

To ensure that University proposal budgets for extramurally funded programs incorporate appropriate amounts for fringe benefits.

2. Applicability

These procedures apply to all extramurally funded projects.

3. Responsibilities

a. Office of Research Services

The Office of Research Services (ORS) updates annually, or when necessary, the "Composite Fringe Benefit Rates for Use in Grant and Contract Proposals" at <http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/98>.

The composite fringe rate serves as a guideline for budgeting for fringe benefits. However, the University practice is to charge the actual fringe costs to awarded projects. Thus, if the actual fringe rates are known for employees that will work on the project, those rates should be used instead in order to budget enough funds.

b. Principal Investigator

The Principal Investigator (PI), with the assistance of the assigned Fiscal Administrator (FA), prepares proposal budgets to include fringe benefits.

c. Fiscal Administrator

The FA assists the PI in the preparation of proposal budgets to ensure that the appropriate amount of fringe benefits are included in the budgets.

d. Dean/Director

Where the funding agency prohibits fringe benefits to be charged to their grants, the Dean/Director will provide the means for paying the fringe benefits.

4. Procedures for Preparing Proposal Budgets to Reflect Appropriate Amounts for Fringe Benefits

The PI, with the assistance of the assigned FA, shall prepare proposal budgets as follows.

- a. Determine staffing and appropriate salary requirements for conducting the project.
- b. Apply appropriate fringe benefit rates to applicable salaries and includes total fringe benefits in proposal.
- c. Where the funding agency prohibits fringe benefits, arrange with the respective Dean/Director for a means of funding the fringe benefits associated with the proposed project.