

SBA Instructions

October 21, 2019

How to fill out the SBA form

Please note - all fields are required unless noted otherwise.

1. Prime Institution - Institution providing funds for the salary billing agreement (select from dropdown)
2. Prime Institution Address - Select from dropdown
3. Non-Grantee Institution - Institution receiving funds for the salary billing agreement (select from dropdown)
4. Non-Grantee Institution Address - Select from dropdown
5. Prime Award Number - Sponsor award number for funds supporting SBA
6. CFDA No. - Catalog of Federal Domestic Assistance number - Required for federal funds, including funds awarded to the prime institution via subcontract. Not required for other sponsors.
7. Sponsor - Sponsor of award to prime institution
8. Prime Principal Investigator - PI for award to Prime Institution
9. Non-Grantee Employee - Name of employee supported by SBA
10. Graduate Student - Check box if Non Grantee employee is a graduate student
11. Prime Institution School/Department - School/Department of Prime Principal Investigator
12. Role - Non-Grantee Employee role on project
13. Non-Grantee Institution School/Department
14. Current Budget Period - Start and end date of current budget period for award
15. SBA support period - Start and end date of SBA
16. Room Number - Room number where work carried out under the SBA will occur
17. Building - Building where work carried out under the SBA will occur
18. Agreement Reference # (DC OSP/ DH Grants use only)
19. Award Reference # - DC Project, Task and Award or DH DGR or GC#
20. FTE Charged - FTE for non-grantee employee supported by SBA
21. Salary Cap/Rate - Institutional Base Salary. If sponsor salary cap is applicable, provide salary cap in addition to institutional base salary.
22. Fringe Rate - Provide Fringe Rate for Non-Grantee Employee
23. Salary - Provide amount of salary support to be provided under billing agreement
24. Fringe - Provide amount fringe benefit support (not applicable to graduate students)
25. Health Insurance - For *graduate students only* include the amount that will be provided for graduate health insurance*
26. Tuition Remission - For *graduate students only* include the amount that will be provided for tuition, if applicable*
27. Travel - For *graduate students only* include any travel funds provided, if applicable*
28. Total Authorized Amount - The total authorized amount will include all of the costs listed above
29. Description of Responsibilities - Provide a brief description of the work that will be carried out by the non-grantee employee. Not required for graduate students.
30. Project Title - Provide the title of the project awarded to the prime institution
31. Prime Institution Administrative Contact - Provide the name of the department person responsible for managing the prime award.
32. Non-Grantee Institution - Provide the name of the department person responsible for managing the salary billing agreement.

*The PI will be expected to cover tuition and fees in accordance with individual school/PhD program policies. Unless these expenses will be covered by a separate funding source, they should be included any SBA involving graduate students.