

5. Budget

COMPLIANT WITH: OMB No. 3136-0134
 Expires 6/30/06

NATIONAL ENDOWMENT FOR THE HUMANITIES
BUDGET FORM

Project Director: Erich Kesse
 Director, Digital Library Center
 George A. Smathers Libraries
 Office Telephone: 352.846.0129
 Office FAX: 352.846.3702

Applicant Organization: University of Florida

Requested Grant Period: From (mo/yr): Thru (mo/yr):

SECTION A **YEAR ONE (1)**

Budget detail for the period . FROM (mo/yr): May/2005 THRU (mo/yr): April/2006.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	Method of Cost Computation	NEH Funds	Cost Sharing	Total
	No	(a)	(b)	(c)
Kesse, Erich <i>Director, Digital Library Center Principal Investigator</i>	10% <i>Administrative Overhead</i>	\$0.00	\$0.00	\$0.00
Hruska, Martha <i>Consultant @ USNP:FL</i>	5% <i>Administrative Overhead</i>	\$0.00	\$0.00	\$0.00
Caplan, Priscilla <i>Consultant @ Metadata</i>	2% <i>of annual salary \$73,260</i>	\$0.00	\$1,465.00	\$1,465.00
Haas, Stephanie <i>Production Coordinator</i>	5% <i>of annual salary \$57,473</i>	\$0.00	\$2,873.65	\$2,873.65
Young, Naomi <i>Serials Cataloger</i>	5% <i>of annual salary \$48,000</i>	\$0.00	\$2,400.00	\$2,400.00
Schwartz, Nelda <i>Copy Control/Tracking</i>	5% <i>of annual salary \$37,643</i>	\$0.00	\$1,882.15	\$1,882.15
Renner, Randall <i>Imaging Unit Head Digital Vendor Liaison</i>	5% <i>of annual salary \$36,000</i>	\$0.00	\$1,800.00	\$1,800.00
Canova, William <i>Analog Imaging Section Head 2nd Gen. Microfilm Q.C.</i>	5% <i>of annual salary \$25,417</i>	\$0.00	\$1,270.85	\$1,270.85
[Interviewing/Vacant] <i>Digital Imaging Section Head</i>	5% <i>of annual salary \$30,000</i>	\$0.00	\$1,500.00	\$1,500.00

1. Salaries and Wages

(Continued)

Pen, Jane <i>Digital Image Q.C. Archiving & Related Tasks</i>	35%	<i>of annual salary</i> \$27,897	\$0.00	\$9,763.95	\$9,763.95
[Image Q.C. Assistant]* <i>Digital Image Q.C.</i>	1 x 780 hrs.x \$7/hr		\$5,460.00	\$0.00	\$5,460.00
Clifton, James "Gus" <i>Text/Mark-Up Q.C.</i>	35%	<i>of annual salary</i> \$35,700	\$0.00	\$12,495.00	\$12,495.00
[Text Q.C. Assistants]* <i>Text/Mark-Up Q.C.</i>	1 x 520 hrs x \$7/hr		\$3,640.00	\$0.00	\$3,640.00
Sullivan, Mark <i>Programmer, Metadata Support</i>	5%	<i>of annual salary</i> \$30,000	\$0.00	\$1,500.00	\$1,500.00
Ai, Lu <i>Metadata Librarian, FCLA</i>	10%	<i>of annual salary</i> \$47,025	\$0.00	\$4,702.5	\$4,702.5
Ochoa, Marilyn <i>Reference Librn./Digital Serv. Assessment Team</i>	5%	<i>of annual salary</i> \$42,945	\$0.00	\$2,147.25	\$2,147.25
SUBTOTAL			\$9,100.00	\$43,800.35	\$53,900.35

* *Cost of Living.* Reviewers are requested to note that the cost of living in the South is near the lowest in the nation, and that North Florida is the lowest in Florida. A student wage of \$7 per hour in the Libraries, even for skilled technical work is good. Our student assistant retention rate is approximately 3 years.

* *Assisted Quality Control.* Cf, Appendix C. Reviewers will not that Quality Control (QC) operations are highly automated. We use predictive information routines to perform preliminary assessments, which mitigates the number of hours required for QC review.

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.		NEH Funds	Cost Sharing	Total
Rate	Salary Base	(a)	(b)	(c)
Health Coverage		\$2,476.34	\$4,720.52	\$7,196.86
19.00 % of	\$42,335.35	\$0.00	\$8,322.06	\$8,322.06
8.57 % of	\$9,100.00	\$779.87	\$0.00	\$779.87
SUBTOTAL		\$3,256.21	\$13,042.58	\$16,298.79

The standard benefit for ORS (*Optional Retirement System*) is 19%. The rate for OPS (*Other Personnel Services*), which includes student assistants, is 8.57%. Cf, <http://www.hr.ufl.edu/departmental/classcomp/employer.htm> for rate and health coverage information.

3. Consultants Fees

Include payments for professional and technical consultants and honoraria.

Name or type of Consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Honoraria: Advisory Board <i>Including annual meeting; Review of Lists & selection duties; and production of essays & future funding plans</i>	4 <i>For each of 10 Board Members</i>	\$100	\$4,000	\$0	\$4,000
SUBTOTAL			\$4,000	\$0	\$4,000

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

ADVISORY BOARD TRAVEL							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Various <i>Driving</i> to Gainesville, FL	6	2	\$1,326	\$1,050	\$2,376	\$0	\$2,376
Ft. Meyers <i>Flying</i> to Gainesville, FL	1	2	\$221	\$430	\$651	\$0	\$651
Miami <i>Flying</i> to Gainesville, FL	1	2	\$221	\$220	\$441	\$0	\$441
Pensacola <i>Flying</i> to Gainesville, FL	1	2	\$221	\$475	\$696	\$0	\$696
CONSULTANTS (Assessment Team) TRAVEL							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Tallahassee, FL to Gainesville, FL	2	1	\$400	\$175	\$575	\$0	\$575
Gainesville, FL to Tallahassee, FL	1	1	\$200	\$175	\$375	\$0	\$375
NDNP TRAVEL (Introductory Program Meeting)							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Gainesville, FL to Washington, DC	2	1	\$430	\$1,075	\$1,505	\$0	\$1,505
NDNP TRAVEL (Program meetings at the Library of Congress)							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Gainesville, FL to Washington, DC	2	2	\$1,002	\$1,075	\$2,077	\$0	\$2,077
SUBTOTAL					\$8,696	\$0	\$8,696

- Number of persons * - Total travel days

N.B. Subsistence rate is given as the State of Florida's official meals rate + lodging.

N.B. Florida is a long narrow "L" shaped state. Gainesville is approximately 300+ miles (5-6 hours drive) from Pensacola to the West and 300+ miles (5-6 hours drive) from Miami and Fort Myers to the South. Flight is necessitated in some cases.

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
DVD Media <i>(Gold based – Storage Media) (MAM-A [Authoring]) supplied in jewel cases</i>	36 (25-pack) x \$574.75 1 DVD = @100 pg. max. stor. 80,000 pg = @ 800 DVD + industry stnd. 10% burn error = 880 DVD = 36 x (25-pack)	\$20,691	\$0	\$20,691
Tape Archive <i>(300 GB Magstar 3592 Media) (FCLA Digital Archive)</i>	1 (20-pack) x \$4,466	\$0	\$4,466	\$4,466
SUBTOTAL		\$20,691	\$4,466	\$25,157

MAM-A gold DVD were only recently made available. Currently, only one supplier. MAM/Mitsui DVDs available in the U.S. market are manufactured in Pennsylvania.

For local archiving. Assumes FTP (electronic transfer) to NDNP at the Library of Congress for deployment.

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Microfilm Duplication <i>1st Generation → 2nd Generation</i>	200 reels x \$29.50 including shipping/handling	\$5,900.00	\$0.00	\$5,900.00
Shipping (UPS) <i>Shipping Microfilms to Vendor</i>	7 x \$37.84	\$0.00	\$264.88	\$264.88
Shipping (UPS) <i>Shipping Microfilms to LC</i>	1 x \$67.84 <i>½ of reels (i.e., 100 reels) as returned from vendor</i>	\$0.00	\$67.84	\$67.84
Digitization Services <i>Imaging & Text Conversion</i>	80,000 pg x \$1.50 (inclusive)	\$120,000.00	\$0.00	\$120,000.00
SUBTOTAL		\$125,900.00	\$332.72	\$126,232.72

Re: Microfilm Duplication: we will seek permission to authorize and pay for microfilm duplication following notification of award but before grant start date as a means of easing burden of meeting cash cost-share requirements.

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
None		\$0.00	\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00	\$0.00

8. Total Direct Costs

(add subtotals of items 1 to 7)	NEH Funds (a)	Cost Sharing (b)	Total (c)
	\$171,643.21	\$61,641.65	\$234,284.86

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency.
 (Complete items A and B.)

Item A. Name of federal agency: Health & Human Services (DHHS)
 Date of agreement: 29 December 2000

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
20 % of \$	(Total Direct Costs)	\$171,643.21	\$61,641.65	\$234,284.86
TOTAL INDIRECT COSTS		\$34,328.64	\$12,328.33	\$46,656.97

10. Total Project (Year 1)

	NEH Funds (a)	Cost Sharing (b)	Total (c)
(Direct and Indirect) for budget period.	\$205,971.85	\$73,969.98	\$279,941.83

SECTION A

YEAR TWO (2)

Budget detail for the period . FROM (mo/yr): May/2006 THRU (mo/yr): April/2007.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Kesse, Erich <i>Director, Digital Library Center Principal Investigator</i>	10% <i>Administrative Overhead</i>	\$0.00	\$0.00	\$0.00
Hruska, Martha <i>Consultant @ USNP:FL</i>	5% <i>Administrative Overhead</i>	\$0.00	\$0.00	\$0.00
Caplan, Priscilla <i>Consultant @ Metadata</i>	2% <i>of annual salary \$74,358</i>	\$0.00	\$1,487.16	\$1,487.16
Haas, Stephanie <i>Production Coordinator</i>	5% <i>of annual salary \$58,335</i>	\$0.00	\$2,916.75	\$2,916.75
Young, Naomi <i>Serials Cataloger</i>	5% <i>of annual salary \$48,720</i>	\$0.00	\$2,436.00	\$2,436.00
Schwartz, Nelda <i>Copy Control/Tracking</i>	5% <i>of annual salary \$38,207</i>	\$0.00	\$1,910.35	\$1,910.35
Renner, Randall <i>Imaging Unit Head Digital Vendor Liaison</i>	5% <i>of annual salary \$36,540</i>	\$0.00	\$1,827.00	\$1,827.00
Canova, William <i>Analog Imaging Section Head 2nd Gen. Microfilm Q.C.</i>	5% <i>of annual salary \$25,798</i>	\$0.00	\$1,289.90	\$1,289.90
[Interviewing/Vacant] <i>Digital Imaging Section Head</i>	5% <i>of annual salary \$30,450</i>	\$0.00	\$1,522.50	\$1,522.50
Pen, Jane <i>Digital Image Q.C. Archiving & Related Tasks</i>	35% <i>of annual salary \$28,315</i>	\$0.00	\$9,910.25	\$9,910.25
[Image Q.C. Assistant]* <i>Digital Image Q.C.</i>	1 x 780 hrs.x \$7.15/hr	\$5,577.00	\$0.00	\$5,577.00
Clifton, James "Gus" <i>Text/Mark-Up Q.C.</i>	35% <i>of annual salary \$36,235</i>	\$0.00	\$12,682.25	\$12,682.25
[Text Q.C. Assistants]* <i>Text/Mark-Up Q.C.</i>	1 x 520 hrs x \$7.15/hr	\$3,718.00	\$0.00	\$3,718.00
Sullivan, Mark <i>Programmer, Metadata Support</i>	5% <i>of annual salary \$30,450</i>	\$0.00	\$1,522.50	\$1,522.50
Ai, Lu <i>Metadata Librarian, FCLA</i>	10% <i>of annual salary \$47,730</i>	\$0.00	\$4,773.00	\$4,773.00
Ochoa, Marilyn <i>Reference Librn./Digital Serv. Assessment Team</i>	5% <i>of annual salary \$43,589</i>	\$0.00	\$2,179.45	\$2,179.45
SUBTOTAL		\$9,295.00	\$44,457.11	\$53,752.11

* *Assisted Quality Control.* Cf, Appendix C. Reviewers will not that Quality Control (QC) operations are highly automated. We use predictive information routines to perform preliminary assessments, which mitigates the number of hours required for QC review.

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.		NEH Funds	Cost Sharing	Total
Rate	Salary Base	(a)	(b)	(c)
Health Coverage		\$2,476.34	\$4,720.52	\$7,196.86
19.00 % of	\$44,457.11	\$0.00	\$8,446.85	\$8,446.85
8.57 % of	\$9,295.00	\$796.58	\$0.00	\$796.58
SUBTOTAL		\$3,272.92	\$13,167.37	\$16,440.29

The standard benefit for ORS (*Optional Retirement System*) is 19%. The rate for OPS (*Other Personnel Services*), which includes student assistants, is 8.57%. Cf, <http://www.hr.ufl.edu/departmental/classcomp/employer.htm> for rate and health coverage information.

3. Consultants Fees

Include payments for professional and technical consultants and honoraria.

Name or type of Consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Honoraria: Advisory Board <i>Including annual meeting; Review of Lists & selection duties; and production of essays & future funding plans</i>	4 <i>For each of 10 Board Members</i>	\$100	\$4,000	\$0	\$4,000
SUBTOTAL			\$4,000	\$0	\$4,000

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

ADVISORY BOARD TRAVEL							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Various <i>Driving</i> to Gainesville, FL	6	2	\$1,365	\$1,082	\$2,447	\$0	\$2,447
Ft. Meyers <i>Flying</i> to Gainesville, FL	1	2	\$228	\$443	\$671	\$0	\$671
Miami <i>Flying</i> to Gainesville, FL	1	2	\$228	\$227	\$455	\$0	\$455
Pensacola <i>Flying</i> to Gainesville, FL	1	2	\$228	\$490	\$718	\$0	\$718
CONSULTANTS (Assessment Team) TRAVEL							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Tallahassee, FL to Gainesville, FL	2	1	\$412	\$181	\$593	\$0	\$593
Gainesville, FL to Tallahassee, FL	1	1	\$206	\$181	\$387	\$0	\$387

4. Travel
 (Continued)

NDNP TRAVEL (Introductory Program Meeting)							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Gainesville, FL to Washington, DC	2	1	\$443	\$1,082	\$1,525	\$0	\$1,525
NDNP TRAVEL (Program meetings at the Library of Congress)							
From / To	#	*	Subsist. Cost =	Transport. Cost =	NEH Funds (a)	Cost Sharing (b)	Total (c)
Gainesville, FL to Washington, DC	2	2	\$1,032	\$1,081	\$2,113	\$0	\$2,113
SUBTOTAL					\$8,909	\$0	\$8,909

- Number of persons * - Total travel days

N.B. Subsistence rate is given as the State of Florida's official meals rate + lodging.

N.B. Florida is a long narrow "L" shaped state. Gainesville is approximately 300+ miles (5-6 hours drive) from Pensacola to the West and 300+ miles (5-6 hours drive) from Miami and Fort Myers to the South. Flight is necessitated in some cases.

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
DVD Media <i>(Gold based – Storage Media) (MAM-A [Authoring]) supplied in jewel cases</i>	18 (25-pack) x \$574.75 1 DVD = @ 100 pg. max. stor. 40,000 pg = @ 400 DVD + industry stnd. 10% burn error = 440 DVD = 18 x (25-pack)	\$10,345.50	\$0	\$10,345.50
SUBTOTAL		\$10,345.50	\$0.00	\$10,345.50

MAM-A gold DVD were only recently made available. Currently, only one supplier. MAM/Mitsui DVDs available in the U.S. market are manufactured in Pennsylvania.

For local archiving. Assumes FTP (electronic transfer) to NDNP at the Library of Congress for deployment.

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool.

For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Shipping (UPS) <i>Shipping Microfilms to LC</i>	1 x \$69.88 <i>½ of reels (i.e., 100 reels) as returned from vendor</i>	\$0.00	\$69.88	\$69.88
Digitization Services <i>Imaging & Text Conversion</i>	40,000 pg x \$1.50 (inclusive)	\$60,000.00	\$0.00	\$60,000.00
SUBTOTAL		\$60,000.00	\$69.88	\$60,069.88

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
None		\$0.00	\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00	\$0.00

8. Total Direct Costs

	NEH Funds (a)	Cost Sharing (b)	Total (c)
(add subtotals of items 1 to 7)	\$95,822.42	\$57,694.36	\$153,516.78

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)

Item A. Name of federal agency: Health & Human Services (DHHS)
 Date of agreement: 29 December 2000

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
20 % of \$	(Total Direct Costs)	\$95,822.42	\$57,694.36	\$153,516.78
TOTAL INDIRECT COSTS		\$19,164.48	\$11,538.87	\$30,703.36

10. Total Project (Year 2)

	NEH Funds (a)	Cost Sharing (b)	Total (c)
(Direct and Indirect) for budget period.	\$114,986.90	\$69,233.23	\$184,220.14

SECTION B

SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget Categories</i>	First Year From: Thru:	Second Year From: Thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$53,900.35	\$53,752.11	= \$107,652.46
2. Fringe benefits.....	\$16,298.79	\$16,440.29	= \$32,739.08
3. Consultant fees	\$4,000.00	\$4,000.00	= \$8,000.00
4. Travel.....	\$8,696.00	\$8,909	= \$17,605.00
5. Supplies and materials	\$25,157.00	\$10,345.50	= \$35,496.50
6. Services.....	\$126,232.72	\$60,069.88	= \$186,302.60
7. Other costs	\$0.00	\$0.00	= \$0.00
8. Total direct costs (Items 1-7)	\$234,284.86	\$153,516.78	= \$387,795.64
9. Indirect costs	\$46,656.97	\$30,703.36	= \$77,559.14
10. Total project costs	\$279,941.83	\$184,220.14	= \$464,161.97
(direct and indirect)			

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NEH.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED FROM NEH		2. COST SHARING	
Outright	\$320,958.75	Applicant's contributions	\$143,203.27
Federal Matching	\$0.00	Third-party contributions	\$0.00
		Project income	\$0.00
		Other federal agencies	\$0.00
TOTAL NEH FUNDING	\$320,958.75	TOTAL COST SHARING	\$143,203.27
3. TOTAL PROJECT FUNDING (Total NEH Funding + Total Cost Sharing):			\$464,161.97