

individual is not a current UAH employee, the Contract Administrator will prepare two (2) proposal budgets as follows:

Non-UAH Employee:

A ninety (90) days proposal budget will be prepared in accordance with actual salary, fringe benefits calculated at the current rate, unless otherwise noted; and the on campus research Facilities and Administrative (F&A) cost unless otherwise noted.

This cost will be proposed at 100% of effort over a twelve-month period at a minimum. If other cost, i.e., travel and operating expenses are allowed, these costs will be proposed with the applicable F&A cost applied.

IPA Budget:

- 1. The IPA budget will be prepared as follows:
 - a. For a period of two (2) Years.
 - b. All IPAs (amendments and modifications) will be calculated as per the attached Sample IPA Budget.
 - c. This amount will be divided by 2080 hours to calculate the hourly rate.
 - d. The IPA account will be set up as follows:

Account Codes	Description
6150	

Billing Procedures:
preferred method of billing will be to invoice for actual expenses (cost reimbursable).

- a. Once the IPA terminates, C&G Accounting will submit an invoice to the funding agency for the balance of all unused leave which reflects a continuing obligation of UAH to the IPA assignee regardless of FY in which leave was not used.
- b. C&G Accounting will bill IPAs in accordance with instructions

