

## Memorandum

Date: July 1, 2024

To: UNM Health Sciences Principal Investigators, Chairs, Deans, Directors and Department Administrators

From: Hengameh Raissy, PharmD *hengameh raissy*  
Interim Vice President of Research, UNM HSC

Joseph Wrobel  
Chief Budget & Facilities Officer, UNM HSC

*Joseph Wrobel*  
Joseph Wrobel (Jul 1, 2024 17:23 MDT)

Re: **UNM Health Sciences Fringe Benefit Rates on Proposals – FY 2025**

The fringe benefit rates and methodologies provided in this memo are to be used on new contract and grant proposal budgets with a begin date on or after of July 1, 2024. These rates replace the prior year rates. Principal investigators may use either prior year actuals (Method 1) or estimated rates (Method 2). To comply with OMB Uniform Guidance (2014), Cost Accounting Standards, whichever method is used, it must be used consistently throughout the entire proposal. Since we are responsible for the actual costs incurred, the budgeted amounts should reflect as close as possible what actual expenses would be. In the event that the budgeted amount does not cover the actual costs incurred, it will be necessary to re-budget during the period of the contract/grant to pay for actual fringe benefit costs.

### **Method 1(Actuals):**

Estimate cost per person based on past experience (actuals). UNM MyReports Report FNRSLE – Salary Labor Benefits and Encumbrance Report showing fringe benefit rates as a percent of salary must be included as supplementary documentation when the proposal is sent to UNM Health Sciences Sponsored Projects. A schedule of all personnel on the grant and their respective fringe rates is to be included in each proposal. Fringe benefits are to be increased by 0.9% per year.

### **FY 25 Example:**

If the FY 24 actual full-time faculty fringe rate was 30%, the FY 25 actual full-time faculty fringe rate would be projected at 30.27%, calculated as follows:  
 $.30 * 1.009 = .3027$  or 30.27%.

To: UNM Health Sciences PIs, Chairs, Deans, Directors and Department Administrators  
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**Method 2 (Estimates):**

The fringe benefit rates below assume a 5.0% group insurance rate increase each year, FY 26 – FY 29, for eligible employees.

	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>	<u>FY 29*</u>
<b>Faculty</b> .50 FTE and above	30.00%	30.20%	30.40%	30.60%	30.80%
<b>Staff</b> .50 FTE and above	40.00%	40.40%	40.80%	41.20%	41.60%
Part-time Faculty and Staff, .25 - .49 FTE	24.00%	24.00%	24.00%	24.00%	24.00%
Part-time Faculty and Staff, less than .25 FTE	24.00%	24.00%	24.00%	24.00%	24.00%
Summer salary only	24.00%	24.00%	24.00%	24.00%	24.00%
Postdoctoral Fellows	26.00%	26.20%	26.40%	26.60%	26.80%
Housestaff	----- Obtain rates from the GME Office -----				
Undergraduate Students	1.00%	1.00%	1.00%	1.00%	1.00%
Graduate Students	----- 1.0% + Insurance -----				
Temporary Employees (if total work > 520 hours)	24.00%	24.00%	24.00%	24.00%	24.00%

*Tuition for Research Assistants should be a separate line item.*

\*Proposals exceeding FY29 will continue to use FY28 rates.

\*\* Detailed breakout of FY25 Faculty and Staff fringe rates can be provided upon request.

Note on Insurance:

For Research Assistants (RA) and Project Assistants (PA) working >.25 FTE, health insurance should be budgeted as follows for either method (student insurance projected to increase 15% per year from FY24):

	FY25	FY26	FY27	FY28	FY29
Fall	\$1,616	\$1,859	\$2,138	\$2,458	\$2,827
Spring/Summer	\$2,263	\$2,602	\$2,993	\$3,442	\$3,958
Summer Only	\$970	\$1,115	\$1,283	\$1,475	\$1,696