

## SAMPLE STAFFING PLAN

This sample staffing plan is provided to assist NCAs in presenting and justifying all staff required to execute their proposed activities for the fiscal year 2016 budget period (July 1, 2016 through June 30, 2017). **The staffing plan is only required if revisions have been made since the last approved staffing plan.** If revisions have been made, a complete staffing plan identifying the total personnel who will be supported under the HRSA NCA cooperative agreement must be submitted. Include the following elements for each position:

- **Position Title**
- **Staff Name**
- **Education/Experience**
- **General Responsibilities**
- **Percent FTE** (percentage of time requested for each position)
- **Annual Base Salary** (annual salary at 100% FTE)

If there are new Key Personnel, NCAs must also submit Position Descriptions for Key Personnel (Attachment 3) and Biographical Sketches for Key Personnel (Attachment 4). Key personnel may include the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Project Director, along with other individuals directly involved in oversight of the proposed project as determined by the organization.

Note: Adjustments to the Annual Base Salary for salaries exceeding \$183,300 must be shown on the budget narrative. (See Table 2 in the NCA NCC Instructions and Sample Budget Narrative.)

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Chief Executive Officer	50	\$225,000	\$183,300	\$91,650
R. Doe	Chief Financial Officer	100	\$75,950	no adjustment needed	\$75,950
B. Nelson	Data/IT Specialist	25	\$65,000	no adjustment needed	\$16,250