

Budgets: Getting Started



Know your limits.

- Carefully read the Request for Proposals for budget criteria. Look for spending caps on certain expenses (e.g. faculty compensation limited to 2 months/year) and overall funding limits (e.g. total costs not to exceed \$200,000 per year).
- Identify all costs that are necessary and reasonable to complete the work described in your proposal.

Best Strategy



- Request a reasonable amount money to do the work, not more nor less because:
 - Reviewers look for reasonable costs and will judge whether your request is justified by your aims and methods.
 - Significant over-or under-estimating suggests you may not understand the scope of the work.

Developing Your Budget



Personnel:	
Senior/Key Personnel	Effort in number of months or course release, as a portion of base salary.
Postdoc associates	annual salary
Student assistants: graduate/undergraduate	Up to 50% during academic year
Other Personnel: lab technician content developer web developer other professional	note: Secretarial/clerical staff should normally be treated as F&A costs. Direct charging of these costs may be appropriate where a major project or activity explicitly allows administrative or clerical services and can be specifically identified with the project.
Fringe Benefits	Rates vary by individual benefit package.
Equipment	Unit value of \$5,000 or greater, having a useful life exceeding one year.

Developing Your Budget

Travel	Delineate Domestic and Foreign travel. List number of project staff traveling, duration of stay and estimates per trip.
Trainee Costs	Participant costs such as tuition, stipend, participant travel, subsistence.
Other Direct Costs:	
Materials & Supplies	Expendable items. Also, equipment with a value under \$5,000.
Publication Costs	Costs to disseminate research findings
Consultant Services	Fixed rate for services; add any travel
Consortiums/Subawards	List each consortium/subaward separately.
F&A or Indirect Costs	Overhead. No direct tie to this or any other project grant; approved rate based on infrastructure, utilities, financial serv.

