Principles of
Budget Design

Getting Started

Plan ahead
Always refer back to your work plan
Determine maximum available dollars
Always double-check solicitation for specific
requirements or limitations
Use a template if possible
Don't forget about indirect costs
Don't be afraid to ask for help!

Salaries

Base calculations on actual salary figures
You can't give yourself a pay raise!

Do include an annual 3% cost of living
increase for multi-year projects

Make sure you put people in the correct salary categories
Don't forget to include benefits

Faculty Salaries

Typically in Form of Summer Salary
Sometimes you can include course buyouts
NSF and other agencies limit total amount of faculty time
on all grants to no more than two summer months

Ask for your money back first!

Staff Salaries

Non-faculty collaborators
Types of role might include:
Project Management
Programmers
Sys Admin
You can't include salary for proposal development
Don't underestimate salary needs

Students

Research Assistants or Hourly Students?
Depends on type of work being asked of them

Research assistants good for projects that require
sustained engagement or intellectual role

Hourly students useful for specific, short-term action
items, such as web site maintenance

Research assistants typically must include some form of
tuition remission (either percentage of salary or flat rate)

Other Direct Costs

Equipment
Only include large single-item equipment
needs (over $5,000)

Equipment can only be used for work
specifically described in your proposal

Include vendor quotes in your justification or as
supporting materials

Other Direct Costs

Travel

Can be used to meet with collaborators at
other universities

Okay to travel to conferences so long
as it is connected to your project

Differentiate between domestic and foreign travel

Other Direct Costs

Participant Support Costs
Rules determined by funder
Can be applied to:

Travel and accommodation costs for
non-project staff (i.e. Workshop Attendees)

Catering
Room Rental
You do not have to pay indirects!

Other Direct Costs

Materials and Supplies
Miscellaneous Expenses
Printing Agendas, Name Tags, etc.

Publication Costs
Publishing Fees for Project-Related Articles

Other Direct Costs

Other
Server Hosting Fees
Small Equipment Purchases (including computers)
Can only be used for project

Catering/Room Rental if Participant Support category is not allowed

Consultant Fees or Honoraria
Anything Else!

Subcontracts

For multi-institution collaborations
One institution is designated the lead
and manages all money

Partners submit separate budgets, which are approved by
their grants office before submission
Indirects are typically charged on first $25,000

International rules

Indirects

Your institution wants their cut!
Pays for administrative overheads
Federally negotiated rate
Typically calculated as 50-60% of your direct costs

Is not charged on participant costs
or large equipment purchases

Not all solicitations allow charging of indirects
Different rates for different activities
You can request a waiver from VPR