

Create a Budget for your Research Grant

Mollie Lange, MA

Gillian Silver, MPH

last updated 10/26/17

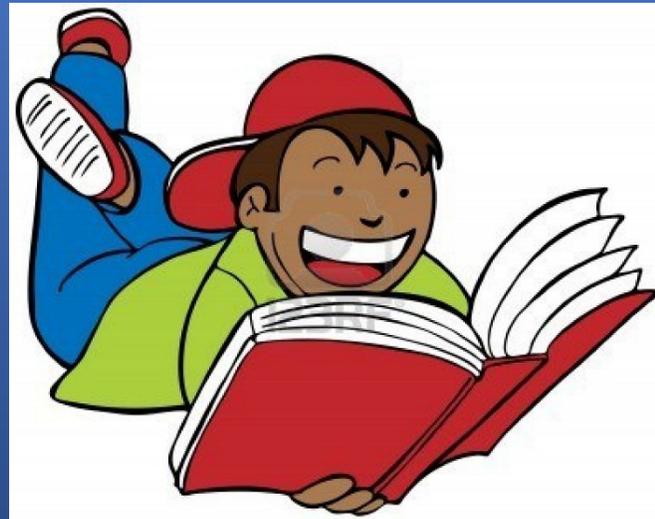
Institutional Development Core
ASCEND Center for Biomedical Research
Morgan State University

What is the process?

- Details will depend on the granting agency or foundation, but the things to consider and the process will be very similar from grant to grant.

First things first...

- Find the Instructions.
- Read the Instructions (twice).
- Follow the Instructions.



Overview of Today's Workshop

- Concentrating on ASCEND Pilot Research Program applications.
- Reviewing and explaining the budget categories.
- Writing the budget justification.
- Discussing general considerations.

Two Guiding Principles

1. What will you need for your project that you don't have?
 - Think it through carefully.
 - Add 20% to start (you may have to back off).
2. Be realistic.
 - How much time will you and colleagues and staff really spend on the project?
 - How much will the described work really cost?

Your budget should reflect the scope of work you describe.

- Don't ask for the maximum \$\$ allowed if you don't need it. A padded budget is obvious and annoys the reviewers.
- On the other hand, don't ask for \$50,000 if you have proposed a \$250,000 project.
- All costs should be *necessary* and *reasonable*.

Personnel Costs

Salary, wages and fringe benefits required for investigators, staff and students ***at Morgan State University.***

- These costs *sometimes can be* the majority of your requested funds.
- Personnel costs for investigators, etc., from other universities are not included in this category. They require a sub-contract with the other university. More on this later.

Personnel Costs, continued

What information do you need to start?

Faculty and staff

- Base salary (ask OSPR)
- Is each person paid on an academic-year (9.5 or 10 months) or calendar-year (12 months) basis

Personnel Costs - Student Research Assistants

Considerations:

- Student classification (freshman, sophomore, junior, senior, graduate student)
- # hours allowed to work (academic vs. summer; citizen/resident vs. international)
- Rules/regulations (Title III, etc.)

Pay Rates:

- Undergraduate students - min. pay: \$9.25/hr, max. pay: \$12/hr
- Graduate/PhD students - min. pay: \$9.25/hr, max. pay: \$18/hr
- Anyone else - the pay is to your discretion (above minimum wage)

Fringe Rates @ MSU

last updated 10.26.17

		39%	9% + \$12,000	9%	0%
Faculty	9.5 or 10 months Academic Year	X			
Faculty	9.5 or 10 months Summer			X	
Faculty	Administrative Deans, Chairs, etc. Calendar Year (12 months)	X			
Staff	Regular Calendar Year (12 months)	X			
Staff*	Contractual Calendar Year # months varies		X	X	
Students [§]	Academic Year/Summer # months varies			X	X

*For **contractual staff**, allocate the "9% + \$12,000" fringe benefits if their contract is both (1) 6 months or longer and (2) for 30 or more hrs/wk. Otherwise, allocate 9% fringe.

[§]For **students**, allocate 9%; the student may elect to have no fringe (0%) withheld, but it's better to budget for it.

Calculating Personnel Costs - Examples

Release Time (Academic Year)

- 9.5 month faculty, \$70,000 salary
- 25% effort (1 of 4 classes); $9.5 \times .25 = 2.375$
academic months
- $\$70,000 \times .25 = \$17,500$
- Fringe = $\$17,500 \times .39 = \$6,825$
- Total = $\$17,500 + \$6,825 = \$24,325$

Calculating Personnel Costs - Examples

Summer Salary

- 9.5 month faculty, \$70,000 salary
- Summer = 2.5 months, or approximately 52-53 days (can do partial)
- $2.5/9.5 = 26.3\%$
- Salary = $\$70,000 \times .263 = \$18,410$
- Fringe = $\$18,410 \times .09 = \$1,657$
- Total = $\$18,410 + \$1,657 = \$20,067$

Consultants

- For grant budget purposes, consultants are usually considered those individuals who charge a daily rate or fee for service for specialized knowledge.
 - Example: graphic designer preparing a brochure
- Colleagues and collaborators employed by other universities or organizations who will obtain part of their salary from effort on your grant are **NOT** placed in the consultant category.

Consultants

- Get the daily rate from your consultant, in writing (email is ok).
- Estimate how many days or hours you will need the services of the consultant.
- $\text{Cost/day} \times \# \text{ of days} = \text{total consultant cost}$

Equipment

- *For grant purposes, only items costing **\$5,000 or more**, and having a useful life of more than one year are considered equipment.*

What **IS** considered equipment?

- A microscope system costing \$12,000.
- An ultra-low lab freezer costing \$9,000.

You must provide quotes for equipment items.

What is **NOT** considered equipment?

- A laptop computer costing \$1,000.
- Six laptops costing \$1,000 each (total \$6,000).
- A Kenmore refrigerator/freezer costing \$800.

So where do we put these “equipment-like” items that cost less than \$5,000? In “supplies.”

Supplies

Items costing less than \$5,000

- Scientific supplies: glassware, chemicals, antibodies, pipets, gels, power supplies
- Office supplies: must be project specific, e.g., lockable file cabinet for human subjects data, study binders, lab notebooks
- Computers and accessories costing less than \$5,000
- Books and periodicals (specify)

Estimate how much of each supply you will need. Get actual costs (use list cost) from vendors. Itemize, then total costs.

Travel



1. All costs associated with attending meetings and conferences. Pick an actual conference relevant to your field that you plan on attending--this will help you itemize and justify. Consider including students.
 - Conference registration, airfare, hotel, per diem, mileage, parking, etc.
 - Get actual costs for travel to the specific city. See link to GSA rates for hotels and per diems for individual “high cost” cities.
2. Mileage, parking and per diems associated with travel to offsite research locations (sites discussed in the research plan).

[http://www.morgan.edu/finance and management/office of the comptroller/university travel.html](http://www.morgan.edu/finance_and_management/office_of_the_comptroller/university_travel.html)

Other Direct Costs

Just what it says—everything not included in other categories

- Equipment service and service contracts (e.g., microscope repair and maintenance)
- Software, software upgrades
- Communications (project-related): postage, package delivery
- Publication costs (e.g., reprints, page charges, color charges)
- Poster preparation costs (printing)
- Space rental
- Incentives for human subjects or other participants
- * **Sub contracts** with other organizations. If a Co-Investigator works at another institution, you may need to create a sub-contract with that institution. See sample budget justification.

Budget Justification

The Budget Justification follows the itemized budget. It is a text narrative, *no more than two pages in length (for ASCEND pilot projects)*.

Costs are justified in the order they appear on the actual budget page.

- Personnel
- Consultants
- Equipment
- Supplies
- Other Direct Costs

At the end of each section, indicate the total amount requested. This helps the reader.

Personnel Cost Justification

All individuals *from MSU* who will work on the project

Two categories of Personnel:

1. Key Personnel (everyone for whom you have a biosketch); start with the PI
 - Name
 - Role on the project, e.g., PI, Co-PI, Investigator
 - Effort in calendar, academic and/or summer months
 - Duties and responsibilities in a few sentences
2. Other Personnel: usually staff and students
 - Provide same information as for key personnel

See sample justification

Consultant Cost Justification

- Name and affiliation
- Duties and Responsibilities - a few sentences
- Total Consultant Costs at bottom of section

Equipment Justification

List each piece of equipment separately

- Include vendor, cost and reference quote number if applicable
- Explain its use and why you need it

Total Equipment Costs at end of section

Supplies Justification

For each category of supply, describe what it will be used for. List the cost for each category.

Example

- *Glassware, chemicals, gels, power supplies* (\$1,200): These items will be used in Western blot assays described in the research plan, Specific Aim 2
- *Office Supplies* (\$400): Includes study binders for human subjects data storage and laboratory notebooks for students and investigators
- *Dell Latitude laptop computer* (\$1,100): used for human subjects data input, storage and analysis at study sites and the MSU campus

Total Cost Supplies: \$2,700

Travel Justification: see sample justification

Other Direct Costs: see sample justification
especially for subcontract sample

Indirect Costs

- ASCEND Faculty Pilot Project \$50,000 budgets are direct costs only; they do not include indirect costs.
- Contact us if you have questions about indirect cost rates (facilities and administrative rates) with subawards, or for other grant proposals.

Online Resources @ Morgan State

- Morgan State Office of Sponsored Programs and Research:

<http://www.morgan.edu/ospr>

- ASCEND's MSU Research Resources webpage:

[http://www.morgan.edu/research and economic development/ascend/faculty development opportunities/msu research resources.html](http://www.morgan.edu/research_and_economic_development/ascend/faculty_development_opportunities/msu_research_resources.html)

- ASCEND's Grant Writing Resources webpage:

[http://www.morgan.edu/research and economic development/ascend/faculty development opportunities/grant writing resources.html](http://www.morgan.edu/research_and_economic_development/ascend/faculty_development_opportunities/grant_writing_resources.html)

Additional Online Resources

- NIH Grant Writing Tips

https://grants.nih.gov/grants/grant_tips.htm

- NIH Sample Applications

<http://www.niaid.nih.gov/researchfunding/grant/pages/appsamples.aspx>