OUTLINE

- Theory behind a grant budget
- Know funder restrictions
- Common things to include
- Formatting/Sample Budget
- Budget Narratives
- Where to find information
Help Plan Research Design

- Know what you need to accomplish the research (materials, space, staff, travel, etc.)
- Opportunity to walk through your plan step by step noting potential expenses
- Ask colleagues to share budgets of past projects to get an idea of expenses
  - Allow ample time to trade budgets with colleagues!
WHY YOU MIGHT NEED A BUDGET

- Ensure Reviewers Take Grant Seriously
  - Budget appears thoughtful and appropriate to size and scope of project
  - Varies whether reviewers see budgets (or just administrators)
    - agency may cut your budget (e.g., Fulbright Hays)
      - Aim high, not low!
    - BUT, a smaller budget may be more attractive...
RESTRICTIONS

Funder Restrictions

- What are valid expenses according to the funder?
- Are you limited to spend money on certain things?
- Do you need to report additional funding you receive?
- Can you hold multiple fellowships simultaneously?
Determine the budget requirements

- Does the program:
  - Require matching funds?
  - Allow indirect costs?
  - Exclude or limit certain costs?
    - Common exclusions: staff support, consultant fees, computers and software, food and alcohol, travel
  - Require certain costs?
- What are the maximum and minimum awards?
- What is the anticipated budget period?
COMMON THINGS TO INCLUDE

- **Institution fees**
  - Home Institution
  - Student Fees
  - Foreign or other domestic institution fees

- **Room and board**
  - Per Diem (food, travel, living)
    - [U.S. Dept. of State per diem webpage](#)

- **Textbook/Educational Expenses**
  - Course textbooks
  - Learning supplies

- **Research Expenses**
  - Research Assistant Payments
  - Travel assistance for research assistant
  - Tech supplies (cameras, audio recording equipment, flash drives)

- **Domestic or International Travel Expenses**
  - To get to where you are doing research
  - Flights, Train Ride, Bus
Other Expenses
- Communications (Telephone, postage)
- Printing and Duplicating
- Costs of health insurance

Supplies or Equipment
- Typically limits and stipulations imposed by funder
- Computers typically not funded by grants, and often things that outlast the duration of the grant (cars, cameras sometimes prohibited)

Misc.
- X, Y, and Z

Other Sources of Funding
- If total research costs require multiple awards, you may want to specify all potential sources
# Basic Sample Budget

## Travel
- Three trips to the National Archives, Washington, D.C.
  - @ $275 roundtrip airfare. $825.00
- Ground Transportation $65.00
- Per diem @ $64, for 10 days $640.00

**Sub-total, Travel** $1,530.00

## Communications
- Telephone $250.00
- Postage $80.00

**Sub-total, Communications** $330.00

## Materials and Supplies
- Printing and Duplicating $150.00
- Miscellaneous supplies $100.00

**Sub-total, Materials and Supplies** $250.00

**Total** $2,110.00
Other names

- Budget detail, budget description, budget justification

What it is:

- Explains what the budget numbers represent
- Shows how you arrived at the numbers
- Forces you to get into the nitty-gritty details of your research
  - who will accomplish what/when and how you arrived at costs
- Tells the funder how you will spend its investment
- Item by Item detail

ONE DOES NOT SIMPLY

"FORGET" THEIR BUDGET NARRATIVE
Ask yourself (because reviewers will):
- Did you do the research to make sure your numbers are reasonable and well thought out?
  - Solicit info from previous researchers
  - Cite amounts from preliminary research
  - Diligent web research
- Is your grand total within the funder’s giving range?
- If not, what additional funds are you planning to seek?

When to write it:
- After you have thoroughly thought out your research plan
- Write the narrative simultaneously with the budget
- START WRITING EARLY!
SAMPLE BUDGET NARRATIVE COMPONENTS

- **Travel** – Explain reason for travel expenses for personnel
  - (e.g., staff to training, field interviews, advisory group meeting, etc.)
  - show the number of personnel and unit costs involved.
  - Identify the location of travel.

**EXAMPLE:**

Regional/Statewide Meeting: Three people to funder-required three-day training in *Destination City*.

- 3 people x $500 airfare = $1,500
- 3 people x 3 days x $40 per diem = $360
- 3 people x 2 nights x $100 hotel = $600
Supplies - List expendable items by type and show the basis for computation.

EXAMPLE:

Meeting Supplies: For administrative meetings, workshops, etc.

$75 \times 12 \text{ months} = $900

Office Supplies: binders, file folders, printer paper, toner, staples, etc.

$100 \text{ per month} \times 12 \text{ months} = $1,200

Phone and Internet Service: This service will be used to stay connected community collaborators and staff.

$125 \text{ per month} \times 12 \text{ months} = $1,500
Year 1

A. Salaries and Wages
   1. Senior Personnel. a. (Co) Principal Investigator(s).
      Two months’ salary coverage is budgeted for the Principle Investigator, who will be responsible for the project coordination and oversight, training field crews, data analysis, and report and manuscript preparation, as well as outreach activities.
      A total of 5 months of research associates’ time (2.3 Sea Grant) is required to complete Year 1 of the proposed study. Tucker trawl sampling and preparation. Create electronic database, preparation of education and outreach graphics.

B. Fringe Benefits
   Fringe benefits are calculated at 30%.

C. Permanent Equipment
   $1,500 to purchase a Sony high-definition digital camera to photograph the location of spat.

D. Expendable Supplies and Equipment
   $4,000 is requested to cover costs of a YSI model 85 dissolved oxygen, temperature, conductivity meter and case ($1,600)
   Nets: 1X1m neuston net ($500), 0.5 X 0.5m neuston net ($300), replacement tucker trawl ($500)
   Calibration of flow meters ($500)
   Project supplies ($300)

E. Travel
   Domestic.
   $750 is requested for PI and student to travel to a national meeting to present results.

F. Other
   Statistical Consultation/Data Analyses.
   Statistical consulting (Dr. Smith or person with similar expertise) to discuss alternative approaches for dealing with nonlinear data and incorporating environmental variables in the predictions of organism density from sampling.

   Subcontract.
   $3,500 to ECO Lab for analytical services for nutrient analyses: for transect studies (7 transects) x (5 samples per cycle) x (2 seasons) x $10 per sample = $3,500.
   $7,000 is budgeted for a subcontract to Somme University to cover 10d use of the 60-foot RV boat for Tucker trawl collections of organisms. Costs are $700/d including captain’s salary.

Year 2 (Same format as year 1)
Budget Notes

Rombo water and sanitation, sustainable agricultural practices and environmental conservation project will be implemented in Rombo and Kimana divisions of Loitoktok district and CDTF is requested to fund the project at the projected budget of Ksh 34,505,300. Rombo CSO shall work in partnership with Amref Kenya and government agencies to ensure that the project is successful implemented. Below is a summary of how the figure in the budget line items was arrived at and the justification for each.

Project staff salaries and allowances

Project staff costs shall be Ksh 540,000 and the following position is budgeted for effective and efficient implementation and management of the project.

1. Office Assistant -100%

The office assistant shall be responsible with the project financial management and reporting and the day to day management of the project office.

The project implementing committee shall be monitoring the project on a daily basis and each member shall receive a monthly allowance. The total allowances for the project implementation committee shall be Ksh 1,629,000. Amref staff and government officers shall also be visiting the project to monitor the implementation of the activities and offer technical assistance. Total allowances for Amref Kenya and government of Kenya officers shall be Ksh 576,000

Transport and Travel

One motorbike shall be procured to facilitate the implementation and monitoring of the project. This motorbike shall be purchased at a cost of 400,000. Fuel cost for the motorbike shall be Ksh 96,000. This cost is based on an estimated weekly use of Ksh 2000 for fuel purchase. A vehicle for delivering materials to projects sites shall also be hired twice a week. The total cost for transport which includes purchase of one motorbike fuel costs and maintenance of the motorbike and vehicle hire is Ksh 2,281,000

Office supplies and equipment

The total cost for office supplies and equipment shall be Ksh 836,000. Stationery includes supplies like paper punch, paper clips, staplers etc. One desktop computer will be purchased for the project at a cost of Ksh 150,000. This is important for writing of reports and receiving and sending any communications regarding the project. A digital camera will be purchased to facilitate quality reporting of the project and it will cost 20,000. Telephone costs shall be Ksh 540,000 while the cost of utilities which include tea, water and electricity shall be 54,000.
Some awards require students to work with the Office of Research Administration (ORA) on developing and submitting grants (e.g., NSF, NIH).

General inquiries can be sent to resdev@Indiana.edu

Not all awards are managed in the same way!
- Some will require full records of expenses (receipts)
- Others are much more flexible (e.g., Fulbright)

Questions!
HOW GRADGRANTS CAN HELP

- Databases for running searches
- Resources for grant-writing
- One-on-one consultations
  - External funding
- Walk-In hours
  - Internal funding, database searches, general questions
- SAA Vacancies
- Twitter page with up-to-date funding opportunities @IUGradGrants

Wells Library, East Tower, 5th floor