

Guidelines for Grant Budgets: Updated July 13, 2017

Please include identifying project information on all budget materials, such as:

- Name of Principal Investigator
- Applicant institution
- Project title
- Start and end dates of project's budget period
- Total dollar amount requested
- Subcontractors (if applicable)

DETAILED BUDGET

The detailed budget should be on an Excel spreadsheet and list all direct and indirect costs associated with the proposed project for the entire project period, including a breakdown of these costs and how the total requested award amount was determined. Please use appropriate budget categories as outlined in the example below (add more/less if necessary):

Personnel

Base salaries of personnel may not exceed the NIH salary cap in effect at the time of application.

Please list the following for each person involved in the proposed project (include paid and unpaid staff):

- | | | | |
|-------------|-------------------|-----------------------------|--------------------------|
| • Name | • Role on project | • Annual Base Salary | • Total Salary requested |
| • Degree(s) | • Annual % Effort | • Institutional Fringe Rate | • Total Fringe requested |

Travel

Travel by project staff that is directly related and beneficial to the project. Please detail expected costs per person, dates, location, the reason for the travel, and the research purpose as beneficial to the project.

Purchased Services

Please detail all vendor costs, service agreements, and any consultant wages paid (including names, rates and number of hours services will be performed on the proposed project).

Other Direct Costs / Resources

These non-personnel direct costs might include educational materials, teaching or office supplies, meeting necessities, etc.

*Indirect Costs

CRICO/RMF has established an indirect cost rate of 15%. The total award will include both direct and indirect costs *combined*. Please note: Subcontractors may collect up to 15% of their total direct costs but subcontract costs may not qualify as an additional direct cost for the applicant/prime institution.

BUDGET JUSTIFICATION

On a separate page, describe how award funds will be spent on each of the outlined budget categories. Please briefly describe here the role, demonstrated expertise and qualifications of all people involved in the grant including effort levels to be contributed over the course of the project. Also provide a breakdown of how other cost items were determined as pertains to the completion of Specific Aims and other project objectives.

Grant Budget Restrictions

- Base Salaries may not exceed the NIH Executive Level II Salary Cap in effect at the time of the grant's commencement.
- Principal Investigators must commit minimum 5% annualized effort to the proposed project.
- All funding awarded includes Direct Costs plus 15% Indirect Costs combined. **See subcontract policy.*
- CRICO/RMF grant funds may not be used to support the purchase of capital equipment.