

CLARO TRAINING INSTITUTE  
BUDGETS AND JUSTIFICATION

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# AGENDA

- U Starting the Process
- U Funding Opportunities
- U Budget Types
- U Budget Categories
- U Allowable Costs
- U Budget Justification
- U Working with your administrator and Office of Research

# STARTING THE PROCESS

- Idea
  - Develop your aims and approach
  - Find the appropriate Funding Opportunity Announcement (FOA) – ensure the opportunity is appropriate
  - Determine the scope of work (SOW)
  - The aims, approach, and SOW will assist in determining the budget needs for the project
  - SOW will assist in determining required effort and justification
  - Ensure your budget items are reasonable/necessary, allocable
- U **Timeline:**
- The timeline will facilitate expenses throughout the year or multiple years.
  - For example, the timeline should show when recruitment will begin; when will the intervention occur; when will data analyses begin. This will assist in determining when the appropriate personnel is needed, such as when will the facilitator begin.

# FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

- U Select the appropriate FOA according to your project
  
- U Different Types of FOAs
  - Parent Announcement
  - PA – Program Announcement
  - RFA – Request for Applications
  
- U Read the FOA carefully for information such as
  - Period of support
  - Funding limits
  - Direct vs Total
  - Dates (e.g. submission dates, expiration of FOA)
  - Salary cap (e.g. Career awards have different caps)
  - ICs that are participating

# BUDGET TYPES

## Modular

- Applies to grants that do not exceed \$250,000 direct costs per year
- Budget requests are submitted in \$25,000 increments
- Does not require itemized categorical breakdown

## Itemized Budgets (R & R Budget)

- Applies to grants that exceed \$250,000 direct costs per year
- Requires detail categorical breakdown
- If requesting more than \$500,000 direct costs permission from IC is required

# BUDGET TYPES

## Modular

Required for new, renewal, and resubmission applications as well as for revisions for the following grants and their cooperative agreement equivalents that request up to a total of \$250,000 of direct costs per year (excluding consortium F&A costs), regardless of whether the application is an investigator-initiated application or is one submitted in response to a PA/RFA:

Research Project Grants Program (R01/U01)

Small Grant Program (R03)

Exploratory/Development Research Grant Award (R21/UH2)

Clinical Trial Planning Grant Program (R34/U34)

Academic Research Enhancement Awards (R15/UA5)

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget/modular.htm>

Sample  
Modular  
Budget

### PHS 398 Modular Budget

OMB Number: 0925-0001

**Budget Period: 1**

Start Date: 
 End Date:

A. Direct Costs		Funds Requested (\$)	
Direct Cost less Consortium F&A		\$250,000.00	▼
Consortium F&A		\$13,750.00	
<b>Total Direct Costs</b>		<b>\$263,750.00</b>	

  

B. Indirect Costs		Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
1.	MTDC	55.00	\$245,000.00	\$134,750.00
2.				
3.				
4.				

Cognizant Agency (Agency Name, POC Name and Phone Number)

Indirect Cost Rate Agreement Date 
Total Indirect Costs

C. Total Direct and Indirect Costs (A + B)		Funds Requested (\$)
		<input type="text" value="\$398,500.00"/>

**Budget Period: 2**

Start Date: 
 End Date:

A. Direct Costs		Funds Requested (\$)	
Direct Cost less Consortium F&A		\$250,000.00	▼
Consortium F&A		\$13,750.00	
<b>Total Direct Costs</b>		<b>\$263,750.00</b>	

  

B. Indirect Costs		Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
1.	MTDC	55.00	\$225,000.00	\$123,750.00
2.				
3.				
4.				



# BUDGET TYPES

## R & R Budget or Itemized (Detailed) Budgets

- Budget is required to be detailed using the following categories
- Categories:
  - Personnel
  - Equipment
  - Travel
  - Trainee Costs
  - Other Direct costs (e.g. Materials and Supplies, Animal Costs, Consultants , etc.)
  - Consortium/Subawards
  - F & A



RESEARCH & RELATED BUDGET - Budget Period 1

Delete Period

OMB Number: 4040-0001  
Expiration Date: 10/31/2019

ORGANIZATIONAL DUNS:  Enter name of Organization:

Budget Type:  Project  Subaward/Consortium Budget Period: 1 Start Date:  End Date:

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
X											

Project Role:

Add Additional Key Person

Additional Senior Key Persons:  Add Attachment Delete Attachment View Attachment Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Additional Other Personnel

Total Number Other Personnel Total Other Personnel

Total Salary, Wages and Fringe Benefits (A+B)



### C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text" value="x"/>	<input type="text"/>
<input type="button" value="Add Additional Equipment"/>	
Additional Equipment: <input type="text"/>	
<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>	
Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text"/>

### D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text"/>

### E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs	<input type="text"/>

**F. Other Direct Costs**

Funds Requested (\$)

1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. <input type="text"/>		
9. <input type="text"/>		
10. <input type="text"/>		
<b>Total Other Direct Costs</b>		

**G. Direct Costs**

Funds Requested (\$)

**Total Direct Costs (A thru F)**

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Additional Indirect Cost"/>			
<b>Total Indirect Costs</b>			<input type="text"/>

**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

**I. Total Direct and Indirect Costs**

Funds Requested (\$)

**Total Direct and Indirect Institutional Costs (G + H)**

**J. Fee**

Funds Requested (\$)

**K. Total Costs and Fee**

Funds Requested (\$)

**Total Costs and Fee (I + J)**

**L. Budget Justification**

(Only attach one file.)



# BUDGET

- Begin formulating your budget by identifying costs that are necessary and reasonable to complete the aims of your project in accordance to the categories budget categories.
- **Direct Costs:**

“A direct cost is any cost that can be specifically identified with a particular project, program, or activity or that can be directly assigned to such activities relatively easily and with a high degree of accuracy. Direct costs include, but are not limited to, salaries, travel, equipment, and supplies directly benefiting the grant-supported project or activity” (NIH Grants Policy Statement).
- **Facilities and Administrative (F&A) or Indirect costs:**

F & A costs are common or joint costs that cannot be readily identified with an individual project or program. For example, Facilities operation and maintenance costs, depreciation, and administrative expenses.

University's negotiated rate differ depending on campus.

# BUDGET CATEGORIES

## PERSONNEL

This is personnel at the submitting institution

Separate sections for key personnel and other personnel

Each person needs to have a role and description of work in Budget Justification

Keep in mind one day a week is 20%

- Key Personnel:
  - Senior/key personnel are “individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project” (NIH-General Instructions).
  - Effort must be reported in person months and entered in the appropriate field of calendar months or combination of academic/summer months
  - Follow salary cap restrictions
  - Fringe according to institution’s policy
  
- Non-key personnel
  - Enter information by project role
  - For each role identify the number of personnel
  - Effort is reported in person months
  - Follow salary cap restrictions
  - Fringe according to institution’s policy
  - Administrative, Secretarial, and Clerical Support Salaries are part of F & A. If including it needs to be justified.

# BUDGET CATEGORIES

## Equipment

- The University's current policy indicates equipment is an item with a cost of \$2,500 or greater
- NIH guidance is an item costing \$5,000
- We must follow our institutional policy
- Items need to be listed separately and justified in the budget justification
- In Budget Justification, describe how they will be allocated specifically to the proposed project
- Generally excluded from F & A

## Travel

- It can be either DOMESTIC and/or FOREIGN
- Domestic includes U.S., Canada, Mexico, and U.S. possessions
- In justification include purpose, estimated days, the number of travelers, etc.
- In Justification, describe how it relates to completing the aims of the study

## Training Costs

- For Training grants participant costs are included in this section
- Trainee's Stipends, tuition/health insurance, and travel
- Must follow FOA

# BUDGET CATEGORIES

## Other Direct Costs

- Includes items such as materials and supplies, and consultants
- If the category cost is less than \$1,000, it is not required that you itemize
- All items will need to be justified in the Budget Justification
- For Consultants need to describe the services in the Budget Justification.

## Consortium

- Require a R & R Subaward Budget Form.
- Similar to the Detail budget/ R & R Budget Form
- Breakdown of all categories

## F & A (Indirect Costs)

- Follow Institution's negotiated rate
- In certain cases, must follow FOA
- At UM, F&A on Consortium only applies to the first \$25,000

## UM's Facilities and Administrative (F&A) costs:

	Current Rate	Negotiated Rate 2015	Negotiated Rate 2016	Negotiated Rate 2017	Negotiated Rate 2018
<b>RESEARCH</b>					
Medical Campus	53.5	53.5	53.5	53.5	53.5
Coral Gables	50.5	50.5	50.5	50.5	50.5
RSMAS	55.0	57.0	55.0	55.0	55.0
<b>INSTRUCTION</b>					
All Campuses	50.0	50.0	50.0	50.0	50.0
<b>OTHER SPONSORED ACTIVITIES</b>					
All Campuses	36.0	36.0	36.0	36.0	36.0
<b>OFF - CAMPUS</b>					
All Campuses	26.0	26.0	26.0	26.0	26.0

<https://www.ora.miami.edu/forms-and-rates/facilities-and-administrative-rates/index.html>



# ALLOWABLE COSTS

- **Allowable:** Costs that are reasonable and appropriate to complete aims of the project.
  - Salaries (NIH salary cap is currently \$189,600)
  - Equipment (necessary for the research project)
  - Supplies
  - Travel
  - Consultants
  
- **Unallowable:**
  - Alcoholic beverages
  - Goods and services for personal use
  - Items not specifically for the research project
  - Entertainment

# COMMON BUDGET ERRORS

- Salaries exceed NIH salary cap
- Budget exceeds limits on the FOA
- Amounts requested in budget are different from amounts included in the budget justification
- Incorrect F&A calculations
- Using the inappropriate budget type (e.g. using a modular form instead of a itemized budget form)

# BUDGET JUSTIFICATION

- U Budget and justification need to be detailed and accurate, accordingly, to provide to the reassure reviewers on the costs to complete the proposed project.
- U Modular Budget Justification

Justification for modular budgets includes the categories below. Provide a detail description of personnel roles and responsibilities.

- Personnel (effort in person months)
    - Calendar vs. Academic/Summer months
  - Consortium/contractual
  - Additional justification
- U Itemized Budget Justification
    - Detail explanation of all items
    - Include all personnel with effort in person months, described roles and responsibilities
    - Ensure justification aligns with budget, aims, and approach
    - Provide information that will support the budget request
    - Justification needs to align with scope of work

# FORMS AND SUBMISSION

- Meet with your administrator to discuss a plan for completing and submitting forms of the application
  - Follow your department process for submitting grants
  - Determine a timeline for when materials will need to be provided
  - Work with the administration to determine how forms will be completed (e.g. by administrator or other personnel)
- Submission is completed by ORA
- Administrators only routes the prepared application to ORA
- For NIH applications, UM requires submissions through InfoEd for most types (e.g. R01, R21)

## CONSORTIUMS

- ❑ If your project includes consortium begin to work early with the other institution.
- ❑ Need Subrecipient form which includes scope of work, budget, and budget justification and letter of intent. These items will be needed in order to execute the agreement between the two institutions.
- ❑ Ensure once you incorporate the consortium's budget, that the overall budget is still within the limits of the specified guidelines.

# UNIVERSITY OF MIAMI OFFICE OF RESEARCH ADMINISTRATION (ORA) PROCESS

- U Currently there are two options for deadlines
  - Option 1 – Single Comprehensive review 5 days prior to deadline
    - Completed application needs to be submitted to ORA 5 business days prior to deadline
  - Option 2 – Two tiered review - 10 business days/ 3 business days
    - 10 business days prior to deadline ORA requires all components except research plan
    - 3 business days prior to deadline ORA requires the entire proposal
- U Work with your administrator to begin the process early. You may have a wish list, working on a draft will give you the sense if the aims need to be scaled back.
- U PIs and Co-Is need to complete COI disclosure prior to submission of the application
- U For NIH applications, UM requires submissions through InfoEd for most types (e.g. R01, R21)

# HELPFUL LINKS

- U Develop your Budget

[https://grants.nih.gov/grants/funding/modular/modular\\_faq\\_pub.htm#193](https://grants.nih.gov/grants/funding/modular/modular_faq_pub.htm#193)

- U Allowability of Costs/Activities (Included in the NIH Grants Policy Statement)

[https://grants.nih.gov/grants/policy/nihgps/HTML5/section\\_7/7.9\\_allowability\\_of\\_costs\\_activities.htm?tocpath=7%20Cost%20Consideration%7C7.9%20Allowability%20of%20Costs%2FActivities%7C\\_\\_0](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_7/7.9_allowability_of_costs_activities.htm?tocpath=7%20Cost%20Consideration%7C7.9%20Allowability%20of%20Costs%2FActivities%7C__0)

- U How to Apply

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

- U NIH Forms and Applications

<https://grants.nih.gov/grants/forms/all-forms-and-formats.htm>

- U Frequently Asked Questions Modular Research Grant Applications

[https://grants.nih.gov/grants/funding/modular/modular\\_faq\\_pub.htm#193](https://grants.nih.gov/grants/funding/modular/modular_faq_pub.htm#193)