

Tips for Creating a Proposal Budget

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Proposal Budget Topics

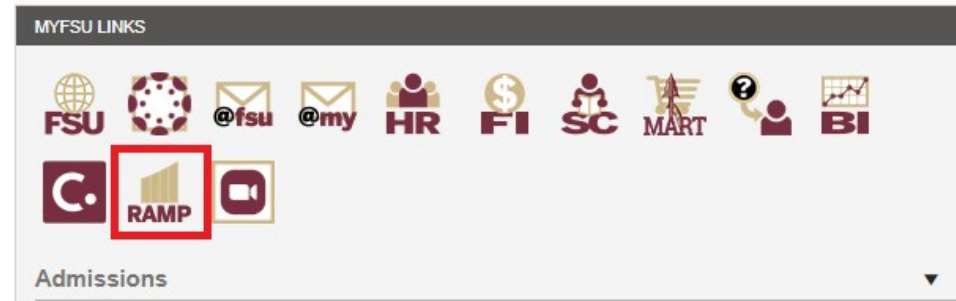
- Plan Early
- Who, What, When, Where and Why of a Budget
- Funding Announcement
- Budget Details

FSU Proposal Submission Policy

Proposal Submission Policy 74-19

Sponsor Deadline	SRA FSURF Internal Deadline for 3-day Rule
Monday	The previous Wednesday at 9 A.M.
Tuesday	The previous Thursday at 9 A.M.
Wednesday	The previous Friday at 9 A.M.
Thursday	Monday of the same week at 9 A.M.
Friday	Tuesday of the same week at 9 A.M.
Saturday	Because Saturday is not a business day, it does not count towards the 3-day rule. You should treat Friday as the deadline, so the internal proposal deadline is Tuesday of the same week at 9 A.M.
Sunday	Because Sunday is not a business day, it does not count towards the 3-day rule. You should treat Friday as the deadline, so the internal proposal deadline is Tuesday

RAMP – Research Administration Management Portal



RESEARCH ADMINISTRATION MANAGEMENT PORTAL

Hello, Michelle Francis ▾

» Dashboard Agreements Export Control Facilities Grants IACUC IRB ...

Funding Proposal Complex Projects Awards Reports Help Center

Funding Proposal

Create Funding Proposal

Proposals Draft Internal Review Sponsor Review Awarded Completed

Filter by ID + Add Filter X Clear All

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00002223	Integration Injustice	[Edit] ▾ Draft	Kelling	Florida Humanities Council	Funding Submission	10/1/2021	James	WFSU TV
FP00002080	Hall AERA Blackwood October 5 2021	[Edit] ▾ Specialist Review	Hall	American Educational Research	Funding Submission	10/5/2021	Blackwood	COE Office of Research
FP00002251	Wang_NSF-Pandemics	[Edit] ▾ Department Review	Wang	National Science Foundation	Funding Submission	10/1/2021	Valdes	Industrial & Manufacturing Eng
FP00002250	Lee_ACS_Dunham_10.15.21	[Edit] ▾ Final SPO Review	Lee	American Chemical Society	Funding Submission	10/15/2021	Dunham	Mathematics Sponsored Projects
FP00002299	FINLEY_GCIS Services	[Edit] ▾ Specialist Review	Finley	New Sponsor	Funding Submission	10/6/2021	James	Ctr Info Mang & Educate Serv

Who, What, When, Where, and Why

Who

- Who will be needed to complete the Project
 - Senior/Key Personnel
 - Other Personnel
 - Graduate Students
 - Post Docs
 - Undergraduate Students

What

- What items are needed to complete the Scope of Work
 - **Equipment**
 - **Travel**
 - **Other Direct Costs**
 - Tuition – when Grad student salary proposed
 - Materials and Supplies
 - Publications
 - Subawards
 - Contractors
 - Participant/Trainee Support Cost

Who, What, When, Where, and Why

When

- How long will it take to perform the work?

Where

- Will the PI be traveling to a conference to present research, or to meet with other personnel working on the Project?
- Will the PI need to travel to field locations to complete research?
- Will the work be performed on or off campus.

Why

- All Budgets require a budget justification to explain why these expenses are necessary to perform the work.

Funding Announcement Requirements

- Funding Limit
- Excluded Budget Items
- Period of Funding

Funding Announcement Requirements – Funding Limits

AAUW regards the acceptance of a fellowship as a contract requiring fulfillment of the following terms:

- An AAUW American Fellow is expected to pursue her project full time during the funding period (July 1 - June 30). No partial fellowships are awarded. Fellowships may not be deferred. Fellows may work up to 10 hours a week, or teach one course per semester or term, with prior written approval from AAUW.
- The AAUW American Fellowships stipend must be larger than any other single fellowship or grant (excluding sabbatical support) received during the year and must be acknowledged as the major award. Acceptance of any concurrent funds of a lesser amount than the AAUW award requires prior written approval from AAUW. Dissertation Fellows **cannot** hold concurrent dissertation writing fellowships or grants. For the **Summer/Short-Term Research Publication Grants** program, it is expected that applicants do not have any other larger grant during the 8 consecutive week period.
- Any major changes in plans for the fellowship year must have the prior written approval from AAUW.
- AAUW must be notified promptly of any change in the status of an application resulting from acceptance of another award.
- Stipend checks are made payable to fellows, not to institutions.

*Dissertation and Postdoctoral Research Leave Fellowships **do** fund:*

Travel to professional meetings, conferences or seminars, as long as it does not exceed 10% of the fellowship

Funding Announcement Requirements – Excluded Budget Items

Dissertation and Postdoctoral Research Leave Fellowships **do not fund:**

- Research assistants
- Laboratory supplies and equipment
- Publication costs
- Tuition for additional coursework
- Repayment of loans or other personal obligations (fellowships are not retroactive)
- Tuition for a dependent's education (fellowship funds may, however, be used for dependent care)

Funding Announcement Requirements – Period of Funding

Fulbright-Hays Doctoral Dissertation Research Abroad Award

Budget Instructions: List, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). **The itinerary should not exceed a 12-month period** and must include all countries for which a maintenance allowance is requested.

Budget Details

- How to Organize your Budget
- What needs to be on the Budget Justification

Organize your Budget

Checklist

- Create a checklist of the Who, What, When and Where
 - Use SRA's [Budget Workbook](#)
- Include and Exclude items based on the Funding Announcement
- [Create your Proposal Budget](#) in RAMP.

Budget Check List

Who

- Senior/Key Personnel – [Investigator Eligibility](#)
- Other Personnel
 - Graduate Students
 - Post Docs
 - Undergraduate Students

What

- **Equipment**
- **Travel - [Quick Travel Guide Reference](#)**

- **Other Direct Costs**
 - Tuition – [Facts Sheet](#)
 - Materials and Supplies
 - Publications
 - Subawards
 - Contractors
 - Participant/Trainee Support Cost

Budget Justification

Reasonable

- Are the costs and nature of item reasonable?

Allowable

- Are the cost allowed under Uniform Guidance or the applicable regulatory body for the project?

Allocable

- Are the costs directly assignable to the project?

Budget Justification

What needs to be on a Budget Justification

- The Budget Justification will outline all the expenses which were proposed and approved on the project.
- The Expenses should be in the same order as the Budget Details.
- Some agencies have limitations on the length of the Budget Justification.
- [Sample Justification](#)

Proposal Budget Resources

[Proposal Submission Policy 74-19](#)

[RAMP](#) – Research Administration Management Portal

[RAM](#) – Research Administration Manual

[eSpear Certificate Series](#)

[Facts Sheet](#)

[Sample Budget Justification](#)

[Budget Workbook](#)

[Investigator Eligibility](#)

Travel Guides – [Controller's Office](#)

- [Quick Travel Guide Reference](#)