

## Budgeting Helpful Hints

1. The budget should align with the proposed research. Don't overpromise what you can deliver with the funds available.
2. Understand the Sponsor requirements – direct and indirect costs – and any exclusions about what they will not cover.
3. Make sure that you budget for the personnel required to deliver the work.
4. For supplies, budget a computer in year one, especially if needed for a GA or if data analysis will be extensive.
5. Tuition must be included if you have a GA working during the academic year.
6. Equipment is any one item with a value over \$5,000. Classify as a supply if lower in cost.
7. Budget for travel to the PI meeting, if required, and for dissemination, if allowable.
8. Subawardees and consultants are handled differently in the budget calculation. The appropriate role is determined based on scientific involvement.
9. Be flexible. There are ways to be creative.
10. Every budget must have an accompanying budget justification even if not required by the Sponsor.