

# Today's Presentation



## Putting Together a Study Budget

Bridget Carney, CRA  
Pre-award Lead, Dept of Medicine  
University of Vermont





# PUTTING TOGETHER A STUDY BUDGET

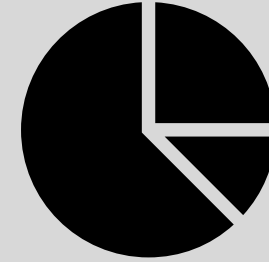
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# Agenda

- Introduction
- Common Grant Terms
- Components of Sponsor Budgets
- Resources and Questions

# Department of Medicine

## Pre-Award Office



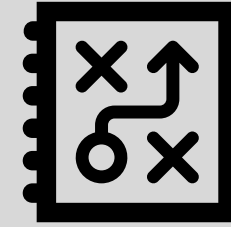
### **3 Staff Members within Pre-Award Office:**

2 Grant Proposal Managers & 1 Pre-Award Coordinator

### **Divisions within Medicine:**

Cardiology, Dermatology, Endocrinology, General Internal Medicine, Geriatrics, Immunobiology & Infectious Diseases Hematology/Oncology, Hospital Medicine, Nephrology, Pulmonary, Vascular Biology

# Pre-Award Office – Role of Grant Proposal Manager



Guide Investigators through the application process from budget and proposal development to just-in-time preparation. Assist PIs in preparing compliant and competitive grant applications.

Some examples of Pre-Award support include:

- Manage the proposal preparation process
- Serve as primary liaison between the PI and UVM's Sponsored Project Administration office for proposal development and submission, subaward review, and award set up
- Coordinate the internal institutional approval process for all grants & contracts before submission to sponsor.
- Disseminate information on funding sources, federal budgets, funding priorities, and agency guidelines



# Common Terms/Acronyms



## ○ Indirect Costs/F&A – Facilities & Administration Costs

- Covers costs of items that can't be allocated directly to a particular grant

## ○ Salary cap

- some sponsors don't allow salaries over a certain cap to be paid on a grant

Example: Dr. Smith's salary is \$300,000. NIH's cap is \$212,100 currently. If Dr. Smith is budgeting 10% effort, only \$21,210 salary can be budgeted. The remaining \$8,790 must be paid by non-sponsored dollars. This is called salary cap cost-share.

## ○ Fringe

- Usually a percentage of requested salary
- Components of the fringe rate include medical and dental insurance, short and long-term disability, retirement contributions and applicable taxes

## ○ Cost Sharing

- The portion of the project or program costs that are not paid by the funding agency.

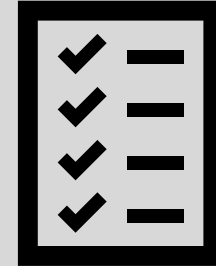
# Common Terms/Acronyms



- **Key Personnel** –
  - NIH's definition: personnel who contribute to the scientific development or execution of a project in a substantive, measurable way
- **FOA – Funding Opportunity Announcement**
  - the sponsor solicitation
- **RFA – Request for Applications**
  - generally, a very specific solicitation from NIH
- **Subrecipients**
  - Subaward – another institution responsible for programmatic decision making

# Budget Development

## First Step: Sponsor Rules



**Read Funding Opportunity Announcement (FOA/RFA) carefully!**

- **Deadline** – What day and time (check time zone)? Also check institution rules!
- **Budget Limit** – Is there a limit on direct costs or total costs? Is there an annual or overall limit?
- **Indirect Costs** – Full F&A? Limited?
- **Project Period** – How many years?
- **Salary Cap** – NIH – currently \$212,100. Some sponsors use the NIH cap. Others have their own.
- **PI Effort Rules** – Minimum and maximum required commitment? Is salary allowed?
- **Cost Sharing**– Is cost sharing required?



# Budget Development

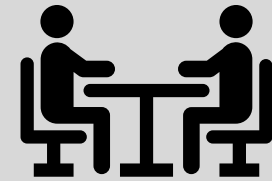
## Second Step: Institutional Rules



- **Eligibility** - Check the RFA/FOA for eligibility rules
  - **Institution** - Is this a limited competition? Is institution eligible?
  - **PI** - Appointment status? Are Sponsor's effort requirements feasible?
- **Cost Share** – Requires approval. Discuss with Dept. Chair and grants office.
- **Do Institutional Policies affect allowable costs?** Generally, even if something is allowed by a sponsor, if it's not allowed at the institution, you can't request in the budget.
- **Foreign sponsors** - Does the grant require currency conversion?

# Developing the Budget:

## *Personnel Costs*



### **Senior/Key Personnel: Who must be involved for the project to work?**

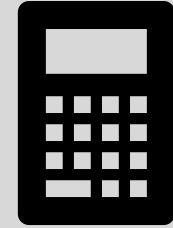
- Multi-PI or Single PI? Is PI and/or faculty salary allowed? Does salary cap apply?
- Minimum or maximum effort requirement for the PI or others?
- Other Senior/Key personnel such as Co-Investigators? What expertise do you need?
- Senior/Key personnel not at UVM? Subaward or consultant?
- Does everyone involved have time & departmental support for effort commitments?

### **Other (non-key) Personnel:**

- What project tasks need to be completed or managed and who can best cover this work?
  - Biostatistician, Research Specialist, Project Coordinator, Research nurse, Research Coordinator, Lab technician, Grad/Undergrad students

# Developing the Budget:

## *Personnel Costs*

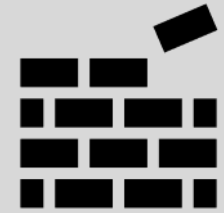


### Components of Personnel Costs

- Salary (institutional base salary)
- Effort on project
  - Some sponsors format as academic, summer & calendar months
  - Commonly underestimated on clinical research budget – effort for: research coordinator effort, regulatory coordinator; remember for investigator initiated, everything is from scratch (protocol, CRFs, etc)
- Fringe benefits

# Developing the Budget:

## *Other Direct Costs*



Basic cost principles:

- **Allocable** – **primarily** or **exclusively** used for the project
- **Allowable** – within limits of the funding opportunity and cost policies
- **Necessary** and **Reasonable** to complete the project aims
- **Consistently Treated** – Cost can't be assigned to an award as direct if same cost in like circumstances has been allocated as an indirect cost

# Developing the Budget:

## *Other Direct Costs*



### Some Common Direct Cost Categories in Research Grants:

- **Equipment**
  - single-unit cost of \$5,000 or more
- **Travel**
  - check funding opportunity for allowable/required travel costs
- **Publications**
  - usually in year 2 and after
- **Lab Supplies**
  - consumable lab/research supplies & equipment under \$5,000
- **Animal Costs**
  - purchase, housing, care
- **Tuition for Grad Students**
  - Check sponsor guidelines. Excluded from F&A.

# Developing the Budget:

## *Other Direct Costs*



### Some Common Direct Cost Categories (especially in Clinical Research Grants):

- **General Supplies**
  - requires extra justification as these may be costs that would normal be an indirect cost (such as study binders)
- **Research Subject Costs**
  - compensation for time, travel, participation in study
- **Patient Care Costs**
  - costs of services provided by hospitals to individuals participating in research programs (standardized costs)
- **Core Facilities**
  - Biostatistics, Imaging, Instrumentation – budgeted in **Other**
- **Consultants**
  - people external to applicant/grantee institution who are working on project
- **Data Management and Sharing Costs – NEW**
  - costs for curating data, formatting data for storage in repository, de-identifying data, preserving and sharing data through established repositories; budgeted in separate line

# Developing the Budget:

## *Other Direct Costs*



### One Final Common Direct Cost Category:

- **Subaward/Subrecipient**
  - Costs for another institution for their portion of the project
  - Could include some or all the personnel & other direct costs just discussed

# Developing the Budget:

## ***Facilities & Administration Costs***



- Institutional costs not specifically allocable to a particular grant
- Budgeted as a percentage of direct costs
  - check with grants office for negotiated rate
- Includes things like: grants office, department/college research administration, libraries, custodial services, building depreciation, utilities





# Resources

- Institutional grants office (SPA, OSP)
- Institutional clinical trial office
- Departmental grants office



Questions?



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