Expected Learning Outcomes

Three phases of budgeting for research projects:

1. Data Gathering
2. Data Input
   - Build a Budget
3a. Data Transfer
   - Internal Approval
     (People Soft & Webform)
3b. Data Transfer
   - Sponsor Package
Good vs. Incorrect Budget

• At your table, compare the two budgets and budget justifications.
  – What is good about each?
  – What could be improved on each?
1. DATA GATHERING

• Roles & responsibilities
Asking the Right Questions

• At your table, brainstorm budget questions related to your topic.
  – Who do you ask?
  – What are you asking?
• List on chart paper.
TOP TEN CONSIDERATIONS FOR A SUCCESSFUL BUDGET
Budget Considerations

• Thorough Review of Sponsor Guidelines and Requirements
• Know the Maximum Budget/Period of Performance as Identified by Sponsor
• Is Budget Cost Effective with Regard to Post Award Management
• Understanding F&A Rates
• Consider Personnel Effort Required
Budget Considerations

- Identify Travel Requirements
- Identify supplies/other/miscellaneous requirements
- Identify subcontractors/consultants/vendors
- Identify equipment requirements
- Research participant costs
2. DATA INPUT
Build a Budget

• How do you currently build a budget?
• Template Demo

http://www.udel.edu/research/preparing/proposalguide-1time.html
3. DATA TRANSFER

- Internal Approval (PeopleSoft)
  - Instruction Book
  - Other considerations
3. DATA TRANSFER

• Sponsor Package
  – Application guide is your rule book!
REVIEW QUIZ
You don’t know what you don’t know.....

Don’t be afraid to ask questions!