TOP TEN BUDGET CONSIDERATIONS

1. Thorough Review of Sponsor Guidelines and Requirements
   - Remember RFP/Solicitation/Announcement is the Rule Book
   - F/A Restrictions, Caps or other Limitations
   - Budget Justification and any Other Specific Forms
   - Cost Share Requirements

2. Know the Maximum Budget/Period of Performance as Identified by Sponsor

3. Is Budget Cost Effective with Regard to Post Award Management

4. Understanding F/A Rates
   - Federal/State /Other
   - On/Off Campus

5. Consider Personnel Effort Required
   - PI/Co-PI, Graduate Student, Post Doc

6. Identify Travel Requirements
   - Domestic
   - Foreign (is it allowable?)

7. Identification of Supplies/Other/Miscellaneous Requirements
   - Assigning costs appropriately (is it a direct cost to project or indirect cost to college)

8. Identification of Subcontractors/Consultant/Vendors
   - Category Determination Worksheet (understand the difference)

9. Identify Equipment Requirements
   - Threshold of $5K
   - Is there existing equipment that can be used?

10. Research Participant Costs (understand the difference)
    - Participate support
    - Patient care
    - Incentives
Review Sponsor Guidelines

Determine Start/End Date for Sponsor's Budget Cap

Is F&A standard or non-standard

STANDARD

NON-STANDARD

Follow College Procedure

Apply Correct Rate (On/Off Campus) Research/Service/Training

Consider all personnel budget areas

Does PI/Co-PI/Key Personnel have available effort?

YES

NO

Discuss with PI - establish path forward

Identify Supplies/Other Items

Determine Allowability of direct cost to ensure classification is correct per A-21 Circular

Confirm classification as direct/indirect or unlike circumstance?

Verify that equipment meets the federal threshold and 1 year usability

Subcontracts/Vendors/Consultants (Use Category Determination Worksheet)

Determine if research participant costs apply

Consider all budgetary compliance as it relates to effort

FINAL REVIEW OF BUDGET