

Proposal Budget: Information for the Budget Worksheet and Spreadsheet

The budget is often one of the first sections read by a reviewer, so make it understandable and realistic. It should restate the goals, objectives and activities of the project in fiscal terms. Before starting to draft your budget, read the funding agency guidelines, noting if there is a minimum/maximum budget, allowable/non-allowable costs, and if matching funds (cash or in-kind) are required. If the funding agency provides a budget form (e.g., NSF FastLane), use it. If not, use one of the SPO *Excel* Budget Spreadsheets.

If you are new at developing a proposal budget, print the Budget Worksheets to help you develop a draft budget. The budget should reflect the proposed project and the resources required to complete the project. You may want to make an appointment with Sponsored Programs for guidance in completing the Budget Worksheet and/or discuss the budget with your chair.

Budget Categories

1a. Personnel – Salaries/Wages: *Project Director, CoPIs, staff/technician:* Calculate Salaries for the summer and/or release time for the academic year. Discuss the request for release time with your department chair. Add a yearly cost-of-living increase/raise for each year.

1b. Fringe Benefits: Calculate as a percentage of salaries/wages for full time faculty/staff for each year. Students do not receive fringe benefits even if full-time.

1c. Wages for Students: Calculate hourly wages for undergraduate and graduate students. They may work full-time during the summer. Wages vary depending on the department and level of skill and may be increased over the life of the project.

2. Travel: Estimate costs for car and/or airfare; lodging and meals (registration fees sometimes go under Other – see agency budget guidelines). Check the UCA Travel procedures.

3. Equipment: Check the agency budget guidelines for their definition of equipment (some agencies define it as a single item costing \$5,000 or more). Add Arkansas state sales tax and shipping fees.

4. Materials & Supplies: Computers, printers, lab and scientific supplies, chemicals, glassware, field supplies, software, animals, etc. Add Arkansas state sales tax and shipping fees.

5. Services: Consultant fees, honoraria, external evaluator, photocopying directly associated with scope of work, and repairs/maintenance related to necessary technical equipment. (If the consultant fee or honorarium will be paid to a UCA or AR state employee, fringe benefits must be included.)

6. Other: Conference registration fee, postage/federal express, human subject incentives, project evaluation, reprints/page charges, etc.

7. Total Direct Costs (TDC): Total of categories 1-6 (the costs to conduct the research/complete the project).

8. Facilities & Administrative Costs (F&A) or indirect costs: These are real costs incurred by the university that cannot be identified easily and specifically. Most funding agencies recognize this and allow F&A costs to be recovered by institutions. Check agency guidelines or contact SPO for allowed amount.

9. Student Tuition/Stipend: These are not wages and are not included in F&A costs.

10. Total Project Cost: Total cost of the project including any matching funds and F&A costs.