



DEMYSTIFYING GRANT BUDGETS

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WHAT'S THE BIG DEAL ABOUT BUDGETS?

BOTTOM LINE – YOU ARE ASKING FOR MONEY

- EXTERNALLY WITH THE FUNDER
 - THE BUDGET BECOMES THE FINANCIAL BASIS FOR YOUR GRANT AGREEMENT
 - IF YOU ARE THE PI/PROJECT MANAGER, MAKE SURE FUNDS ARE SPENT APPROPRIATELY
- INTERNALLY
 - BUDGETS LET YOUR CHAIR/SUPERVISOR KNOW – IN ADVANCE – HOW YOU MIGHT BE SPENDING PART OF YOUR TIME. THEY CAN START PLANNING.
 - FINANCE CAN MAKE SURE THAT THE BUDGET IS COMPLIANT WITH VARIOUS RULES AND REGULATIONS
 - WE PAY SPECIAL ATTENTION TO MATCH/COST-SHARE REQUIREMENTS AND INDIRECT COSTS



BE CLEAR ABOUT YOUR PROJECT (WITHOUT THINKING ABOUT COSTS)

- YOUR PROJECT NEEDS TO MAKE SENSE BEFORE YOUR BUDGET CAN MAKE SENSE
- CLARIFY THE SCOPE OF THE PROJECT
 - WORK TO BE DONE
 - DELIVERABLES TO BE PRODUCED
 - TIMEFRAME
 - TEAM MEMBERS
- BE REALISTIC – DON'T OVERPROMISE/OVERCOMMIT
- KNOW WHAT'S ALLOWED
- KNOW WHERE YOU CAN BE FLEXIBLE
- BUDGETING IS AN ITERATIVE PROCESS



WHAT DO YOU NEED TO DO THE PROJECT?



- POSSIBLE LINE ITEMS
 - WHO – FACULTY, STAFF, AND STUDENT WORKERS
 - WHEN – SUMMER MAY BE DIFFERENT FROM ACADEMIC YEAR
 - HOW LONG – HOURS WORKED OVER WHAT PERIOD OF TIME
 - WHAT DO YOU NEED – SUPPLIES AND EQUIPMENT
 - WILL ANYONE BE TRAVELING – CONFERENCES, TO DO THE WORK?
 - OTHER THINGS – CONSULTANTS, SUBAWARDS, PUBLICATIONS
- MAKE A LIST, WRITE DOWN YOUR ASSUMPTIONS
- CHECK FOR CONSISTENCY WITH THE NARRATIVE AND INSTRUCTIONS



DO YOUR RESEARCH

- TALK WITH COLLEAGUES
- BE AS REALISTIC AS POSSIBLE – GET VENDOR QUOTES, LOOK AT PAST GRANTS
- IF A MATCH/COST-SHARE IS REQUIRED, TALK (EARLY) WITH DEPARTMENT CHAIRS, DEANS, AND OTHERS ABOUT POSSIBLE SOURCES OF MATCH/COST-SHARE FUNDS
- DON'T ASSUME THAT THINGS ARE THE SAME AS LAST TIME
- START EARLY SO YOU CAN LET IT SIT AND COME BACK TO IT
- BUDGETS ARE PLANS BASED ON THE BEST INFORMATION YOU HAVE AT THE TIME – ACTUAL SPENDING WILL BE DIFFERENT (AND FUNDERS KNOW THAT)

START USING NUMBERS

- WRITE DOWN YOUR ASSUMPTIONS/HOW THE NUMBERS ARE CALCULATED
- DEVELOP A BASELINE SCENARIO
- MAKE INCREMENTAL CHANGES TO THAT BASELINE SCENARIO
- PAY ATTENTION TO FUNDING LIMITS/RESTRICTIONS
- ONLY INCLUDE MATCH/COST-SHARE IF REQUIRED, AIM TO HIT THE REQUIRED AMOUNT
- DIRECT VS INDIRECT COSTS - REMEMBER INDIRECT/F&A/OVERHEAD, IF ALLOWED!
- KEEP CROSS-CHECKING AGAINST THE NARRATIVE AND THE FUNDER'S REQUIREMENTS



COMMON TYPES OF EXPENSES

- SALARIES/COURSE RELEASES
- FRINGE BENEFITS
- SUPPLIES – CONSUMABLES
- EQUIPMENT - \$5,000+ AND 1+ YEARS OF USEFUL LIFE
- MEALS/TRAVEL/LODGING
- CONSULTANTS/VENDORS
- STIPENDS/HONORARIA
- PUBLICATIONS
- INDIRECT COSTS – FEDERALLY-NEGOTIATED RATE OR OTHER AS/IF ALLOWED BY THE FUNDER
- MATCHING FUNDS (IF REQUIRED)

USE VALPO'S BUDGET SPREADSHEET TEMPLATE

- ORGANIZED BY TYPES OF EXPENSE
- ADD ROWS TO INCLUDE MORE PEOPLE, MORE SUPPLIES, ETC.
- ADD COLUMNS FOR MORE YEARS AND FOR MATCH/COST-SHARE
- WE HAVE STANDARD WAYS TO CALCULATE COURSE RELEASES, FRINGE BENEFITS, INDIRECT COSTS, ETC.
- HAS FORMULAS TO CALCULATE TOTALS
- EXCEL IS YOUR FRIEND!

Valpo's Internal Grant Budget Spreadsheet

Download the current version from:

<https://www.valpo.edu/sponsored-and-student-research/sponsored-research/grants-and-fellowships/forms-and-helpful-resources/>

PI Name						
Funding Agency						
Project Period	Deadline	Year 1	Year 2	Year 3	Total	
PERSONNEL						
					0	
					0	
					0	
	TOTAL SALARIES AND WAGES	0	0	0	0	
FRINGE BENEFITS						
					0	Fringe Benefit Rates:
					0	Full time employee: 30.35%
					0	Part-time employee or faculty summer stipends: 8.54%
					0	Student employee not taking classes: 8.54%
					0	Student employee taking classes: 0.89%
	TOTAL FRINGE BENEFITS	0	0	0	0	
	TOTAL SALARIES, WAGES, AND FRINGE BENEFITS	0	0	0	0	
EQUIPMENT (>\$5,000 and having more than 1 year useful life)						
					0	
					0	
	TOTAL EQUIPMENT	0	0	0	0	
SUPPLIES						
					0	
					0	
	TOTAL SUPPLIES	0	0	0	0	
TRAVEL (include details on lodging, mileage, etc.)						
					0	
					0	
	TOTAL TRAVEL	0	0	0	0	
PARTICIPANT SUPPORT						
Stipends					0	
Travel					0	
	TOTAL PARTICIPANT SUPPORT	0	0	0	0	
OTHER EXPENSES						
Publications					0	
Consultants					0	
					0	
	TOTAL OTHER EXPENSES	0	0	0	0	
TOTAL DIRECT COSTS						
		0	0	0	0	
F&A: 52.2% S&W, per DHHS agreement	Ba:	0	0	0	0	
dated 9/20/2022	F&:	0	0	0	0	
TOTAL REQUEST		0	0	0	0	

COMMON BUDGET ISSUES

- FORGETTING FRINGE BENEFITS, USING THE WRONG RATE
- TRAVEL EXPENSES – USING APPROVED MILEAGE RATE (FOUND HERE - [HTTPS://WWW.VALPO.EDU/TRAVEL/FORMS/](https://www.valpo.edu/travel/forms/))
- DETERMINING IF STUDENTS INVOLVED ARE PAID HOURLY OR VIA STIPEND:
 - IF THE STUDENT CAN CLOCK IN AND OUT FOR HOURS WORKED HR SETS UP AS HOURLY IN THE HR/PAYROLL SYSTEM
 - IF THE STUDENT WILL ASSIST WITH INDIVIDUAL EVENTS OVER A SHORT PERIOD OF TIME HR SETS UP AS A STUDENT STIPEND WITHIN THE HR/PAYROLL SYSTEM
 - IF THE STUDENT IS BEING PAID TO PARTICIPATE IN ACTIVITIES THAT FURTHER THEIR EDUCATION (OVER SEVERAL WEEKS TO MONTHS) AND IS NOT BASED ON HOURLY WORK THEN ACCOUNTS PAYABLE PAYS THE STIPEND

BUDGET JUSTIFICATION/NARRATIVE

- REQUIRED BY ALL FUNDERS, IN ONE WAY OR ANOTHER
- PROVIDES THE SPECIFICS OF HOW YOUR BUDGET IS DEVELOPED
- EXPLAIN YOUR ASSUMPTIONS AND CALCULATIONS
- MUST MATCH YOUR BUDGET NUMBERS! AND YOUR PROJECT NARRATIVE!
- FIND A FRESH PAIR OF EYES TO REVIEW

REMEMBER

- BUDGETS MUST BE:
 - REASONABLE AND REALISTIC
 - JUSTIFIED AND JUSTIFIABLE
 - CONSISTENT WITH FUNDER, VALPO, AND GOVERNMENT GUIDELINES
- THEY NEED **NOT** BE PERFECT



MORE THINGS TO REMEMBER

- INTERNAL REVIEW PROCESS (GPAF) FOCUSES ON BUDGET ISSUES – 5+ BUSINESS DAYS BEFORE DEADLINE
- ONCE AWARDED, IT MAY BE POSSIBLE TO RE-BUDGET
- INSTRUCTIONS, FORMS, POLICIES, AND HELPFUL RESOURCES (INCLUDING THE BUDGET TEMPLATE, A SAMPLE BUDGET, AND SAMPLE BUDGET NARRATIVE) ARE AVAILABLE AT: [HTTPS://WWW.VALPO.EDU/SPONSORED-AND-STUDENT-RESEARCH/](https://www.valpo.edu/sponsored-and-student-research/)

BUDGETS – RESOURCES

THE OFFICE OF SPONSORED AND STUDENT RESEARCH IS HERE
TO HELP!

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