

Budget Basics for Proposal Development

'Manda Lampson, SRS Grants Management, Sr. Grant Administrator
Carol Ross, Engineering, Associate Director Pre-award Office
P.K. Imbrie, CEAS-Engineering Education, Professor

Preparation “To Do’s”

- **START EARLY** and **notify** your business/grants staff
- **READ THE FULL SOLICITATION AND HIGHLIGHT THE KEY POINTS**-Identify the BUDGET LIMITS in the solicitation
- **COEUS** –System to Build budget and obtain internal submission approvals
- **BUDGET** – If your college uses spreadsheets rather than Coeus, ***always pull down a fresh budget template*** from the SRS RESEARCH HOW 2 website

Preparation “To Do’s”

- **What are your college’s and/or department’s specific budget requirements?**
- **Cost Share** – must be identified & approved at the proposal stage
- **Direct & Indirect or Overhead** – UC’s approved rate versus Sponsor’s limit?

Preparation “To Do’s”

- **Special Forms** - On-campus v. Off-campus and F&A Waivers
- **Project your effort** across the Academic and Recess Periods
- **UC requires at least 1% faculty effort on every proposal**
- Academic Period = 32 weeks = 1280 hours
- Recess/Summer Period = 14 weeks = 560 hours

Preparation “To Do’s”

- **Required Budget related Documents for Coeus**
 - Provide a Budget
 - Provide a Budget Justification
 - Cost Share Commitment Letters
 - Subaward Budget if applicable