Budget Basics for Proposal Development

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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