

Instructions for the Budget Form

Prepare a budget form for each year of funding proposed and a cumulative form for all years combined. Also, all subcontracts should have budgets outlining their projected expenditures included in the pre-proposal submission. The budget must have the approval of appropriate university administrators (i.e., sponsored program officer) at the full proposal stage, but Ohio Sea Grant DOES NOT require this for the pre-proposal. The investigator is expected to adhere to the budget category amounts as they appear in the approved budget. Any proposed changes to the budget categories that collectively exceed 10% of the total budget will require prior written authorization. Funds spent in excess of the approved total budgeted amount will be the responsibility of the PI and associated awarded unit. Again, Sponsored Program Officer approval is not required by Ohio Sea Grant at the pre-proposal stage; however, please provide the name and contact information for the Sponsored Program Officer you work with at your University.

SENIOR PERSONNEL: The first Principal Investigator listed is responsible for the research outlined in the proposal and will receive correspondence regarding the project. Associates (faculty or staff) are professional persons who are full-time but who do not share the responsibility of the project.

OTHER PERSONNEL: Professionals are non-faculty and non-staff associated with the project. Research associates are professional persons participating in the project who are part-time employees or persons retained solely for the project or staff members of participating organizations. Research associate/graduate students are part- or full-time students who hold at least a bachelor's degree or equivalent, are enrolled in a program leading to an advanced or professional degree, and are integral to the project as research assistants. Professional school students are students enrolled in medical, legal, and other professional schools. Pre-bachelor students may be employed as aides or assistants on a project either on salary as part-time employees or on an hourly basis. Pre-baccalaureates are undergraduate students enrolled either part or full-time in a course leading to a degree, including an Associate Degree in the case of students in two-year programs or a certificate in the case of some vocational students. Secretarial/Clerical is a category for office personnel. Technical/Shop is a category for technicians, shop personnel, and other persons with special but nonprofessional skills. Other persons are all others not included in the previous categories.

FRINGE BENEFITS: are those customarily paid by the grantee institution following its usual practices in the payment of such benefits. This amount is provided in total, not for each person included in the proposal. Include the fringe benefit rates for each person in the proposal.

PERMANENT EQUIPMENT (Capitalized Assets): included here as a total dollar amount. Capitalized assets at OSU are defined as moveable equipment with a useful life of one or more years with an original cost or value of \$5,000 or more. This may differ based on university.

EXPENDABLE SUPPLIES AND EQUIPMENT: should be justified in the body of the budget justification. Only the total is shown on the budget form.

TRAVEL: State the justification for travel and the basis for the cost of the travel in the body of the proposal. Identify destination and include all costs involved. Per Diem for travel must be based on the regulations of the proposing institution and included in the travel budget. Domestic travel includes North America and travel to all U.S. Possessions or Trusts, including Puerto Rico, the Virgin Islands, the Trust Territories, Guam, and Samoa. All travel anywhere outside the U.S., its possessions, and Canada is considered international and will require prior approval.

PUBLICATION AND DOCUMENTATION COSTS: Costs incurred during the project for posters at conferences, page charges for publications, etc.

OTHER COSTS: List such items as consultants, computer time, reimbursement of participating organizations outside the proposing institution (subcontracts), equipment rental and maintenance, etc.

INDIRECT COSTS: Indirect costs are NOT ALLOWED as a sponsor cost on these projects, but unrecovered indirect costs can be listed in the “matching funds” column.

MATCHING FUNDS: The Ohio Department of Higher Education’s Harmful Algal Bloom Research Initiative funding requires **at least \$1 of matching support for every \$1 of ODHE HABRI** support requested.

Matching support may include:

- salaries, wages, and benefits of those working on the project;
- expendable supplies and equipment;
- donated supplies, space, or equipment; and
- unclaimed indirect costs.