

Budget and Budget Justification Instructions

Instructions: Prepare a budget and budget justification for each year of funding proposed. A budget form is required for each year of the project **and** a summary budget combining all years. Yearly budgets are also required for all sub-awards on your project. The budget form is available on Ohio Sea Grant's website (ohioseagrant.osu.edu/research/funding).

The budget must have the approval of appropriate university administrators (i.e., sponsored program officer) at the full proposal submission phase. 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 exceeds 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.**

Budget Categories

Senior Personnel: The first Principal Investigator listed is responsible for the research outlined in the proposal and will receive correspondence regarding the project. Sea Grant's mission is to increase understanding and wise use of the nation's ocean, coastal, and Great Lakes resources. Sea Grant fulfills this mission by promoting educational excellence, responsive research and training, and broad, prompt dissemination of knowledge and technical information. Ohio Sea Grant takes the educational component of this mission very seriously and prefers projects requesting student and post-doc support rather than principal investigator salary, when possible.

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. Professional school students are students enrolled in medical, legal, and other professional schools. Pre-bachelor students may be employed as aides on a Sea Grant project either on salary as part-time employees or on an hourly basis. Pre-bachelor students 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. Technicians is a category for lab technicians and other persons with a specialized skill set. Other persons are all others not included in the previous categories.

Fringe Benefits: Benefits 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): Should be included here as a total figure. Capitalized assets are defined as equipment with a useful life of one or more years with an original cost or value of \$5,000 or more.

Expendable Supplies and Equipment: Should be clearly justified and outlined 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: This space should include any publication costs for outreach materials developed or manuscript page charges. Ohio Sea Grant should be informed of anticipated publications in advance to assure that appropriate acknowledgements are provided. Ohio Sea Grant also requires receipt of all pre-publication manuscripts resulting from the funded work.

Other Costs: List such items as consultants, reimbursement of participating organizations outside the proposing institution (subcontracts), equipment rental and maintenance, and communication costs, etc.

Indirect Costs: The basis for computing indirect costs as determined by the investigator's institution should be stated in the body of the proposal and, in brief, on the budget form. A copy of the University's Indirect Cost Rate Agreement will be required at the full proposal stage. By special agreement with Ohio State University, investigators not at OSU are not charged OSU's indirect cost rate but are charged indirect costs at the rate determined by their own institution. Indirect costs apply to the grantee share as well as to Sea Grant funds. Indirect costs should be calculated per your university's guidelines.

Matching Funds: Sea Grant requires at least \$1 of non-federal matching support for every \$2 of federal support requested.

Budget Justification

Please see below a sample budget justification for one year of funding. Please note that this is just an example, and amounts do not add up.

Year 1

A. Salaries and Wages.

1. Senior Personnel:

a. (Co) Principal Investigator(s). We are requesting \$2,500 for one week salary coverage is budgeted for the Principal Investigator, who will be responsible for the project coordination and oversight, training field crews, data analysis, and report and manuscript preparation, as well as outreach activities

2. Other Personnel:

b. Research Associates. We are requesting \$8,000 for a total of 2 months of research associates time is required to complete Year 1 of the proposed study. Tucker trawl sampling, create electronic data base, preparation of education and outreach graphics.

B. Fringe Benefits: \$3,150 - Fringe benefits are calculated at 30% of staff salaries.

C. Permanent Equipment: \$6,500 is requested to purchase a Sony high-definition digital camera to photograph the location of organisms.

D. Expendable Supplies: \$3,700 is requested to cover the cost of a YSI model 85 dissolved oxygen, temperature, conductivity meter and case (\$1,600), neuston net (\$800), tucker trawl (\$500), calibration of flow meters (\$500), miscellaneous supplies (\$300).

E. Travel: \$2000 is requested for hotel, registration fee, per diem, and flight for the PI and student to travel to the World Aquaculture Society Meeting in New Orleans, LA from October 13-18, 2027 to present results of this study. (Note: if the exact meeting is unknown, you can state location TBD).

F. Publication and Documentation Costs: We request \$2500 for printing of 1 scientific poster (\$500) and one two-page fact sheet developed from the results of the proposed research (~3000 copies at \$0.67/ two-page document).

G. Other Costs.

1. Statistical Consultation/Data Analyses. We are requesting \$1000 for statistical consulting (Dr. Thompson or person with similar expertise) to discuss alternative approaches for dealing with non-linear data and incorporating environmental variables in the predictions of organism's density from sampling.

2. Analytical Services. We are requesting \$3,500 for ECO Lab for analytical services for nutrient analyses: for transect studies (7 transects) x (5 samples per cycle) x (2 seasons) x \$10 per sample = \$3,500. Please see attached for additional budget.

H. Indirect Costs. Ohio State University's on-campus indirect cost rate of 57.5% was applied to the modified direct cost total of \$60,455, equaling **\$34,761**.