

Instructions for the Budget Form

Please prepare a budget for each year of funding proposed (maximum of two years) and a cumulative budget for all years combined. Also, all subcontracts should have budgets completed 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 not at pre-preproposal 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 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.**

Please note that the lead PI must be located at a college or university within the state of Ohio. Subaward PI's may reside outside of Ohio, but it must be justified as to why this subaward must go out-of-state (e.g., certain area of expertise).

Senior Personnel: The first Principal Investigator listed is responsible for the research outlined in the proposal and will receive correspondence regarding the project. Associates (Co-PI's) are professional persons who share the responsibility of the project.

Other Personnel: Please include all additional faculty, staff or students who are compensated from this project.

Fringe Benefits: are those customarily paid by the grantee institution following its usual practices in the payment of such benefits.

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: These 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 Document 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 allowed to a maximum of 8% MTDC (Modified Total Direct Costs) as a sponsor cost on these projects.

Matching Funds: not required.