

Office of Research & Sponsored Programs

- □ How can we assist?
 - Editing proposals
 - □ Initial budget brainstorming and planning
 - Consultation during proposal and budget development process
- □ Our expectations:
 - □ Call us as soon as you are thinking of a proposal.
 - ☐ If you want assistance with proposal editing, submit it to us at least one week before the deadline.
 - The proposal should be submitted at least three days before the deadline.

Grant Transmittal Form

- □ Complete for all extramural funding proposals
- Due to the Office of Research and Sponsored Programs with proposal summary and budget at least 5 business days before submission deadline
- Why?
 - □ Guards against compliance issues
 - Promotes communication

University of Wisconsin-La Cross Observations of the production of

Tips for Preparing a Budget

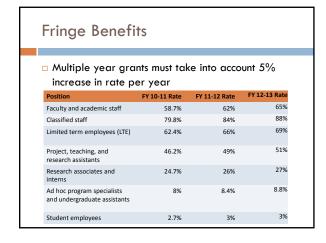
- □ Don't:
 - $\hfill \square$ Introduce an expense without tying it to the narrative.
 - □ "Guesstimate" expenses.
 - □ Pad the budget.
 - □ Forget fringe benefits and indirect costs.
 - Request money for work already performed.
 - Request items that aren't allowed.
 - □ Forget the budget justification.

Tips for Preparing a Budget

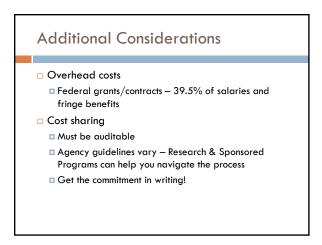
□ Do:

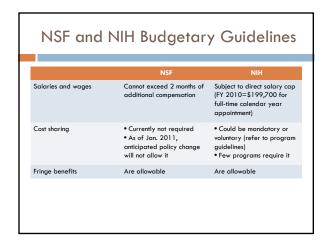
- □ Provide sufficient justification.
- If travel is included, state why it is relevant to the project.
- □ Check and double check the accuracy of math.
- $\hfill\square$ Round figures to the nearest dollar.
- □ Account for future salary increases (3-4% per year).
- Make a good first impression.

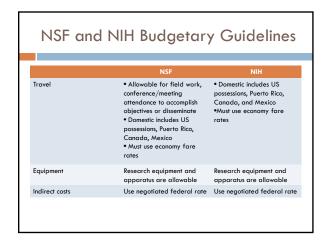
Salaries & Wages Name specific people as much as possible. Project 3% salary increase per year Do not include: Consultants (personnel outside of UW System) Administrative support personnel (with exceptions)

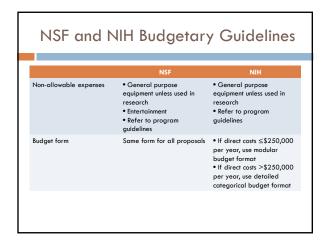


Other Direct Costs Equipment \$\\$5,000 \text{ or more per unit}\$ What is allowable varies by agency Participant support Dissemination costs Travel Consultants Space Miscellaneous









Same allowable costs as detailed budget Indirect costs not calculated as part of \$250,000 annual limit Funds requested in modules of \$25,000 Typical applications request same number of modules each year Budget narrative Describes all personnel Additional justification only needed if there is a variation in number of modules requested between project years

Start with an itemized budget Create budgets for subsequent years Divide total of all years by \$25,000 Request same number of modules each year (with exception for equipment purchase)