

Grant Proposal Budgeting Basics



Office of Research Development
Office of Sponsored Programs
February 14, 2024



Division of
RESEARCH
Research Development

Agenda

- ORD Introduction
- Developing the Budget
- Faculty Panel
- Discussion/Q&A



**The Office of Research
Development provides an array
of resources for researchers
trying to navigate the daunting
grants landscape**

ORD Services

- TigerSphere: <https://www.clemson.edu/research/division-of-research/offices/departments-ord/events/tigersphere/index.html>
- Assistance with finding external evaluators and reviewers
- Assistance with forming and managing teams
- Proposal repository
- Proposal editing and development assistance
- Access to *Research Development & Grant Writing News* and *New Faculty Guide to Competing for Research Funding*
- R-Initiatives (pilot funding, sponsor travel, external reviews, etc.)
- Limited Submissions
- Training in aspects of grant seeking

Developing the Budget

- Diana Thrasher, MAPC, CRA
- Associate Director, Office of Sponsored Programs

Preparing a Grant Proposal Budget

- Read the Sponsor Guidelines
 - Explicit directions
 - Implied costs (read between the lines)
- Work with your college grants office
 - Reach out early

Preparing a Grant Proposal Budget

- Administrative Lens
 - University/Sponsor/Project Team
 - Can project be carried out with proposed budget?
 - Is budget over or underinflated?
 - There is no advantage to asking for less
 - Reviews “assume” we will ask for “all we can get”
 - Is there equity between faculty, student and support staff?
 - Make sure you have a reasonable team
 - Is money budgeted for external evaluators, mandatory travel for required meetings, etc.

Preparing a Grant Proposal Budget

- Basic considerations- Composition of Costs
 - Reasonable
 - Allowable
 - Allocable

Where does the money go?

- Personnel
 - PI
 - Co-Is
- Graduates & Undergraduates
 - Graduate Tuition Remission
- Travel
- Other Costs
 - Supplies
 - Incentive Cards
 - Publications
- Subaward Budgets
- Fringe Rates
- Indirect Costs



1. Personnel

- % Effort
- Academic vs. Summer Months

1. Personnel

CLEMSON UNIVERSITY

BUDGET PERIOD 1

ORGANIZATIONAL UEI: H2BMNX7DSKU8

Start Date			1/1/2025		End Date		12/31/2025		Person Months		
SENIOR/KEY PERSONNEL				Base Salary	% Effort	CAL	ACAD	SUMR	Re		
Thomas Edison	PI	Academic	\$ -				0.00	0.00	\$		
		Summer	\$ -						\$		
Henry Ford	Co-Inv	Academic	\$ -				0.00	0.00	\$		
		Summer	\$ -						\$		



1. Personnel

CLEMSON UNIVERSITY

BUDGET PERIOD 1

ORGANIZATIONAL UEI: H2BMNX7DSKU8

Start Date			End Date		Person Months			Requested
1/1/2025			12/31/2025		CAL	ACAD	SUMR	
SENIOR/KEY PERSONNEL			Base Salary	% Effort				
Thomas Edison	PI	Academic	\$ 83,410	25.00%		2.25	1.00	\$ 20,853
		Summer	\$ 27,803	33.33%				\$ 9,267
Henry Ford	Co-Inv	Academic	\$ 66,386	0.00%		0.00	2.00	\$ -
		Summer	\$ 22,129	66.66%				\$ 14,751

1. Personnel

CLEMSON UNIVERSITY

BUDGET PERIOD 1

ORGANIZATIONAL UEI: H2BMNX7DSKU8

Start Date			1/1/2025		End Date		12/31/2025			Person Months			Requested
SENIOR/KEY PERSONNEL			Base Salary	% Effort	CAL	ACAD	SUMR						
Thomas Edison	PI	Academic	\$ 83,410	25.00%		2.25	1.00	\$ 20,853					
		Summer	\$ 27,803	33.33%				\$ 9,267					
Henry Ford	Co-Inv	Academic	\$ 66,386	0.00%		0.00	2.00	\$ -					
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What's missing?



1. Personnel

What's missing? FRINGE

CLEMSON UNIVERSITY

BUDGET PERIOD 1

ORGANIZATIONAL UEI: H2BMNX7DSKU8

Start Date			1/1/2025	End Date	12/31/2025	Person Months			Requested	Fringe	Total
SENIOR/KEY PERSONNEL			Base Salary	% Effort	CAL	ACAD	SUMR				
Thomas Edison	PI	Academic	\$ 83,410	25.00%		2.25	1.00	\$ 20,853	\$ 7,757	\$ 28,610	
		Summer	\$ 27,803	33.33%				\$ 9,267	\$ 3,447	\$ 12,714	
Henry Ford	Co-Inv	Academic	\$ 66,386	0.00%		0.00	2.00	\$ -	\$ -	\$ -	
		Summer	\$ 22,129	66.66%				\$ 14,751	\$ 5,487	\$ 20,238	



1. Personnel

CLEMSON UNIVERSITY

BUDGET PERIOD 1

ORGANIZATIONAL UEI: H2BMNX7DSKU8

Start Date			1/1/2025		End Date		12/31/2025			Person Months		
SENIOR/KEY PERSONNEL			Base Salary	% Effort	CAL	ACAD	SUMR	Requested	Fringe	Total		
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Henry Ford	Co-Inv	Academic	\$ 66,386	0.00%		0.00	2.00	\$ -	\$ -	\$ -		
		Summer	\$ 22,129	66.66%				\$ 14,751	\$ 5,487	\$ 20,238		

Total Key Personnel= \$61,562

2. Graduates & Undergrads

- When are you working? → When do you need students? → When are students available? → Project Timeline
- If Graduate Research Assistants, then Tuition Remission (GAD)
 - Twelve month or nine month?
 - *GRA in summer months are required to take a minimum of three (3) credit hours
 - Many departments cover graduate students hourly in the summer months

2. Graduates & Undergrads

OTHER PERSONNEL		Graduate & Undergraduate Students						
Program/Tier	# Students	\$/hour	# Hrs/week	#weeks/yr	Requested Salary	Fringe	Total	
Graduate Students	1	\$ 20.15	20	52	\$ 20,956	\$ 1,236	\$ 22,192	

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Graduate Students	1	\$ 20.15	20	52	\$ 20,956	\$ 1,236	\$ 22,192	
Undergraduate Students	2	\$ 10.00	10	39	\$ 7,800	\$ 133	\$ 7,933	

2. Graduates & Undergrads

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Undergraduate Students	2	\$ 10.00	10	39	\$ 7,800	\$ 133	\$ 7,933	

Tuition = \$11,474

Total Students= \$41,599

3. Travel

- Collaborations
- Conferences
- Data Collection

3. Travel

TRAVEL									
# People	# Days	# Nights	Airfare	Lodging	Meals	Registration	Local Travel	Misc	Total
2	3	2	\$ 500.00	\$ 200.00	\$ 50.00		\$ 75.00	\$ 50.00	\$ 2,350.00

3. Travel

TRAVEL									
# People	# Days	# Nights	Airfare	Lodging	Meals	Registration	Local Travel	Misc	Total
2	3	2	\$ 500.00	\$ 200.00	\$ 50.00		\$ 75.00	\$ 50.00	\$ 2,350.00
2	4	3	\$ 350.00	\$ 200.00	\$ 50.00	\$ 200.00	\$ 75.00	\$ 50.00	\$ 2,950.00

3. Travel

TRAVEL									
# People	# Days	# Nights	Airfare	Lodging	Meals	Registration	Local Travel	Misc	Total
2	3	2	\$ 500.00	\$ 200.00	\$ 50.00		\$ 75.00	\$ 50.00	\$ 2,350.00
2	4	3	\$ 350.00	\$ 200.00	\$ 50.00	\$ 200.00	\$ 75.00	\$ 50.00	\$ 2,950.00

Total Travel= \$5,300

4. Other Costs

- Materials and Supplies
 - Lab Expendables (e.g., gloves, glassware, plates)
 - Interview Transcription
 - Event costs (e.g., working meals, facility rental)
 - Paid services (e.g., sample analysis)
 - Software, Hardware
- Publication Costs
- Consultants
- Evaluation

4. Other Costs (cont)

- Research Incentive Costs
- Participant Support Costs
- Speaker Fees

4. Other Costs

OTHER DIRECT COSTS				
	1.	Materials and Supplies	=20*125	\$ 2,500.00
	2.	Publication Costs	=1595*2	\$ 3,190.00
	3.	Consultant Services	=3*12*50	\$ 1,800.00

Total = \$7,490

5. Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (2 CFR 200.1 Definitions, Equipment).

6. Indirect Costs

- AKA Facilities & Administrative costs, F&A
- What are they?
 - Federally-negotiated rate
 - Utilities, staff salaries, services
- How are they calculated?

Indirect Cost Base (MTDC)

= Total Direct Costs – Equipment – Participant Support Costs – Tuition

6. Indirect Costs

TOTAL DIRECT COSTS	\$	115,951
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6. Indirect Costs

TOTAL DIRECT COSTS	\$	115,951
TUITION	\$	11,474

6. Indirect Costs

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TUITION	\$	11,474
INDIRECT COST BASE	\$	104,477

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TOTAL DIRECT COSTS	\$ 115,951
TUITION	\$ 11,474
INDIRECT COST BASE	\$ 104,477

INDIRECT COSTS					
		Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base	Indirect Costs
	1.	Research - On-Campus	52.5%	\$ 104,477	\$ 54,850

6. Indirect Costs

TOTAL DIRECT COSTS	\$ 115,951
TUITION	\$ 11,474
INDIRECT COST BASE	\$ 104,477

INDIRECT COSTS					
		Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base	Indirect Costs
	1.	Research - On-Campus	52.5%	\$ 104,477	\$ 54,850

Total Y1 Project Costs =
 $\$115,951 + \$54,850 =$
 $\$170,801$



BUDGET



SCOPE OF WORK





Faculty Panel

Divya Srinivasan

McQueen Quattlebaum Professor and Associate Chair of Industrial Engineering
Professor, Department of BioEngineering

C.C. Bates

Interim Associate Dean of Research & Graduate Studies
Professor of Literacy Education

Faculty Panel

What is your approach to preparing a budget?

Faculty Panel

What is one challenge you've encountered when preparing a budget and how did you deal with it?

Faculty Panel

What is one takeaway you have for someone preparing a proposal budget and/or budget justification?

Questions?