

# College of Education Research Office

## Budget Development

April 30, 2021

Alex Smith, Senior Proposal Coordinator

Maggie Hutchins, Proposal Development Research Coordinator



*The rising STAR of Texas*

# Objectives

Participants will improve their knowledge of

- Resources for developing a grant budget
- Sponsor and University requirements
- Budget categories
- Calculating salaries/personnel effort
- Recommended timelines
- Best practices

# Resources

<https://www.education.txstate.edu/coero/preaward.html>

- Budget Development Guide for PIs
- Budget Justification Example
- Reading an RFP
- COE Institutional Support Form

## All Proposals

- [Process for Developing and Submitting a Grant Proposal](#)
- [Three Day Policy](#)
- [COE Institutional Support Form](#) - REQUIRED FOR ALL COE PROPOSALS
- [Pre-Award Service Request](#)

## Develop Your Proposal Idea

- [Project Workplan Template](#)

## Funding Identification

- [Funding Sites](#)
- [PIVOT Funding Database](#)
- [How to Read an RFP](#)

## Contact Program Officer

- [Tips for Speaking with Program Officer](#)

## Draft a Proposal Developmental Plan

- [RFP Checklist Template](#)

## Notifications

- [Kuali Instructions](#)

## Proposal Development

- [COERO Budget Development Guide for PIs](#)
- [Budget Justification Example](#)
- [ORSP Preparing Your Budget](#)
- [Data Management Plan Guide](#)
- [SOW Template](#)

# Sponsor and University Requirements

Read the proposal guidance and sponsor's umbrella guidance.  
Look for

- Cost share
- Indirect cost policy: Full rate permitted vs. Limitation vs. Prohibited
- Project duration
- Allowable vs unallowable costs

University Policies

- [Applying for Sponsored Programs](#), UPPS 02.02.01
- [Proposal Submission Policy and the Three Working Day Rule](#)

# Typical Budget Categories

- Personnel
  - Senior/Key
  - Other
- Fringe
- Equipment
- Travel
- Participant Support
- Other Direct
  - Materials & Supplies
  - Publishing
  - Professional Services
  - Subrecipient/Subcontract/Subawards
- F&A (*aka Facilities & Administration costs, Indirect Costs, IDC, Overhead*)

# Calculating Salaries/Personnel Effort

## **SALARY**

### **Senior/Key Personnel**

- Calculated based on %effort or calendar months (1.125 mos = 1 course buyout)
- Base salary used in calculation

### **Other Personnel**

- Post Docs
- Graduate Students
- Undergraduate Students
- Administrative Staff
- Other Professionals

## **FRINGE**

### **Faculty and Staff**

- 28%

### **Graduate Student**

- 17%

### **Undergraduate Student**

- 1.25%

# Recommended Timeline

## Before Submission Deadline

**2 months:** Send a list of budget items to RC. [Budget Development Guide for PIs](#). Notify RC of

- Cost share
- IDC reduction requests
- Subawards

**6 weeks:** Review RC draft #1 and send revisions.

**4 weeks:** Review RC draft #2 and send revisions.

**No more than 2 weeks:** Finalize budget draft #3 and send to ORSP for final review and approval.

**At least 3 business days:** The budget, justification, and all other documents should be uploaded into sponsor portal or emailed to ORSP for internal routing.

## Best Practices

1. **Start early.** Budgets often take longer than PIs expect. Start the first draft as soon as the guidance is released (or before). Plan to finalize a budget at least 2 weeks before the proposal submission date.
2. Sponsors know that faculty have **research time** to devote towards external funding. Some sponsors set limitations on course buyouts.
3. Budget must **reflect your narrative**.
4. Budget **justification is the bridge** between the budget and the narrative.
5. **Ask your questions early.** We are available to answer your questions throughout the process.



# Questions?

**Maggie Hutchins**

[mhutchins@txstate.edu](mailto:mhutchins@txstate.edu)

512.245.5543

**Alex Smith**

[as55@txstate.edu](mailto:as55@txstate.edu) or [grants@txstate.edu](mailto:grants@txstate.edu)