# Budgeting for a Realistic and Fundable Future

UNM

# Where to Begin?

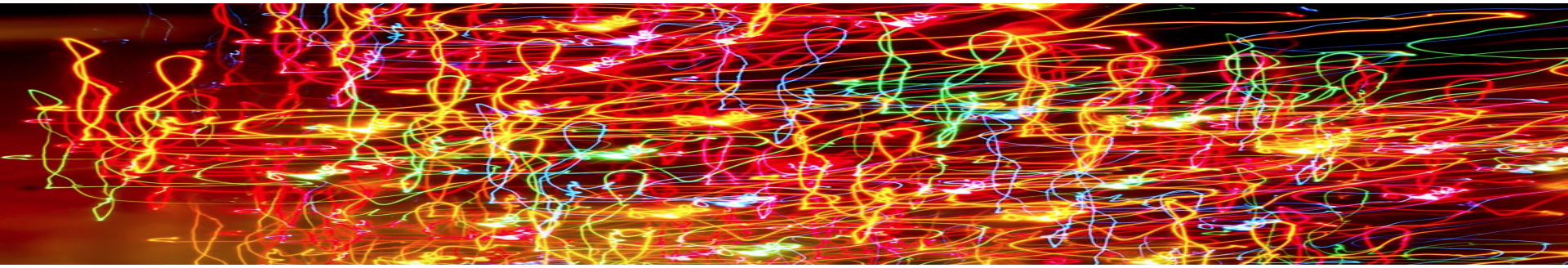
- Draft proposal narrative or scope of work

- Wish budget
  - Resources
  - Personnel
  - Are Subawards or Collaborators involved?

# Practical Budget

- Revise the budget
- Revisit the scope of work

# Indirect Costs (F&A)



NSF and most sponsors

- IDC is included in funding range.

NIH

- IDC is *not* included in the funding range.
  - Funding range limits apply to total direct costs.

# The Nuts & Bolts of Budget Development at UNM

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# Where to Begin?

Know your UNM deadlines

- 5 day/2 day rule

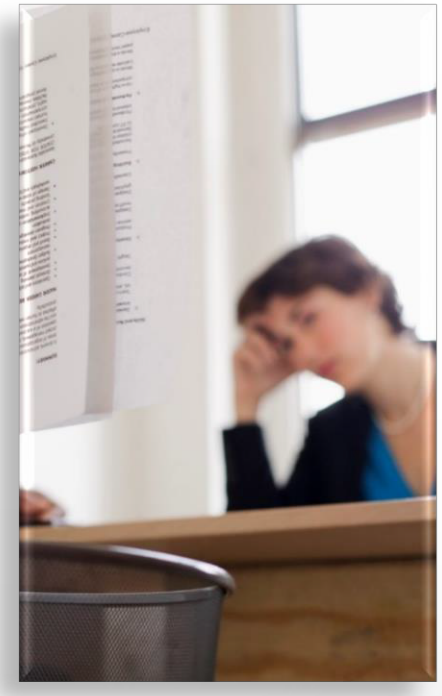
Know the solicitation guidelines

- Total dollar amount allowed
- Allowable and unallowable costs
- Budget format
- Any other requirements

# Where to Begin?

Are Subawards involved?

- Provide sub a deadline
- Budget & justification
- Statement of work
- Letter of intent
- Other bits & pieces



# Where to Begin?

## UNM Budget Template

- http://osp.unm.edu/forms/index.html
- In addition to agency's requested budget format

# Nuts & Bolts

## Budget Justification

- "This is a separate narrative explanation or justification of expenditures. This detail (level of effort, quantification of materials and supplies, travel, vendor quotes, etc.) is to help the agency understand and verify the costs that make up the budget, and how those costs relate to the project goals and/or activities. Budget justifications/narratives should also include an explanation of how each line item was calculated. Calculations, therefore, should be provided for each line item."

# Nuts & Bolts

## Personnel Justification Example

### Senior Personnel

**Ajay Naidu, Principal Investigator (3 summer months/year).** Dr. Naidu will be responsible for overseeing all aspects of this project including administration, guiding the direction and overseeing the progress, data analysis, experimental design, mentoring of the postdoctoral researcher and Research Scientist, and manuscript preparation. He will also coordinate the collaboration with Dr. Bu. Dr. Naidu's 9-month base salary is $76,447. Fringe is calculated at 22%.

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# Nuts & Bolts

## Travel Justification Example

### Travel

Travel costs are included at $3,000 per year starting year two to provide an opportunity for the PI and postdoc to present research results at scientific/technical meetings, either orally or as a poster presentation. The cost includes airfare ($400/person; $800 total/year), per diem ($125/day/person for 6 days; $1,500 total/year), and registration fees ($350/person; $700 total/year).

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# Nuts & Bolts

## Materials & Supplies Justification Example

Materials and Supplies: $40,000/year is requested for the consumables and reagents required to complete the scope of work described in the proposal. This will include custom synthesized oligonucleotide and DNA plasmids ($5,000), cell culture, lentiviral production reagents ($15,000); antibodies, enzymes, ChIP, RT-qPCR and other molecular biology, biochemistry reagents ($15,000), Lab consumables ($5,000). This is an estimate based on the PI's experience in running her laboratory.

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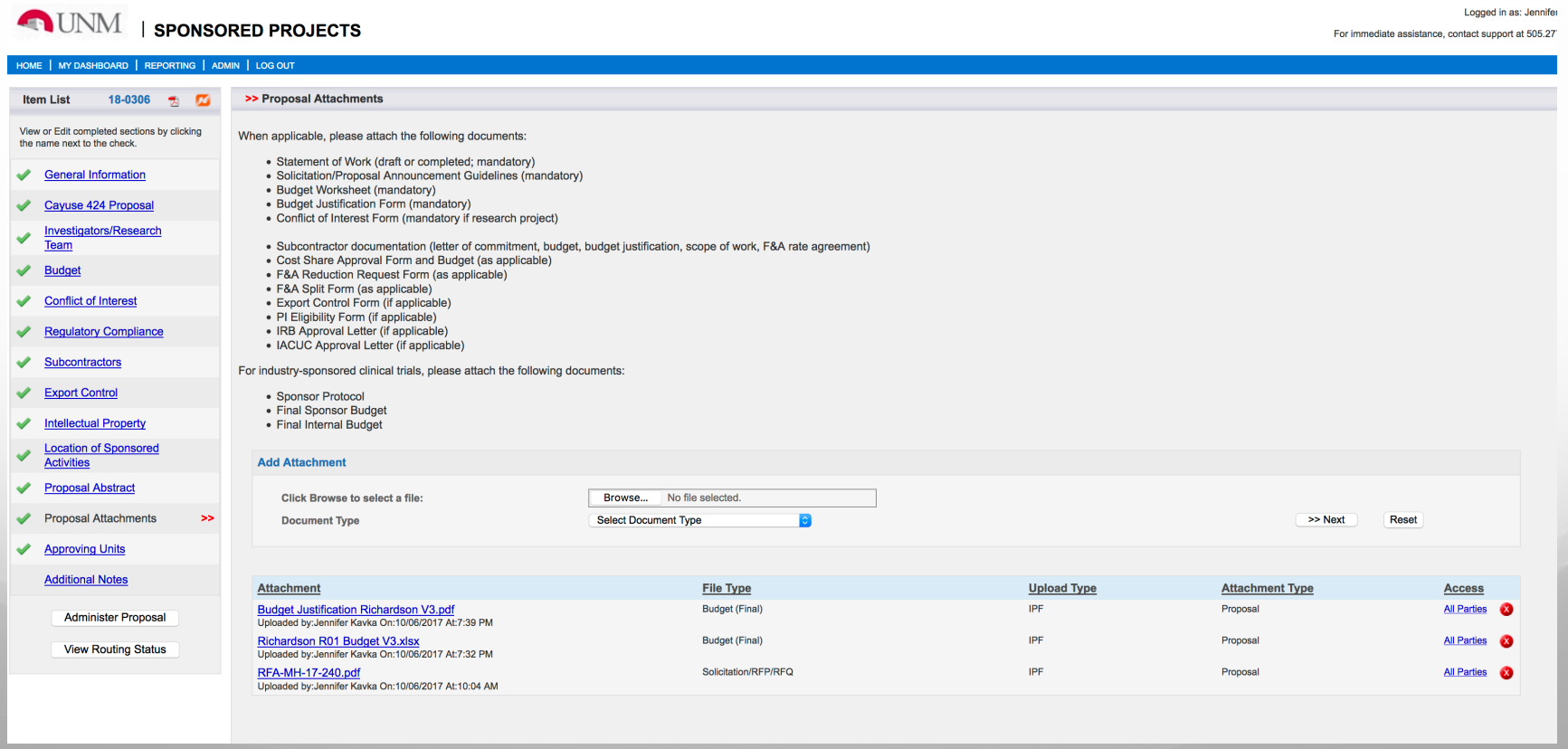
# Nuts & Bolts

## Cayuse SP Record

- UNM's internal proposal tracking and submission system
- Routes electronically for approval
- Budget documents get uploaded into "attachment" section



# Help is Available!

# Asking for

http://frdo.unm.edu/

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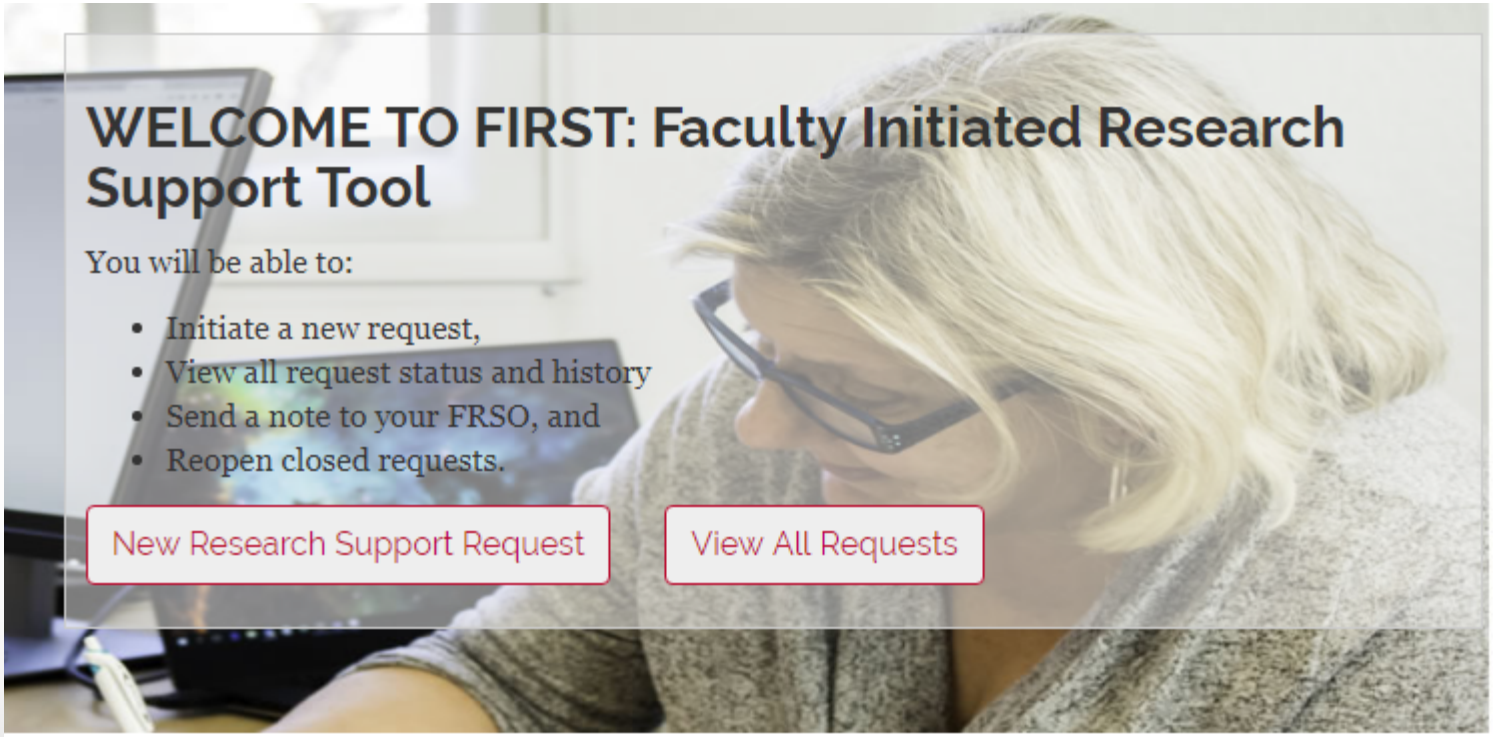
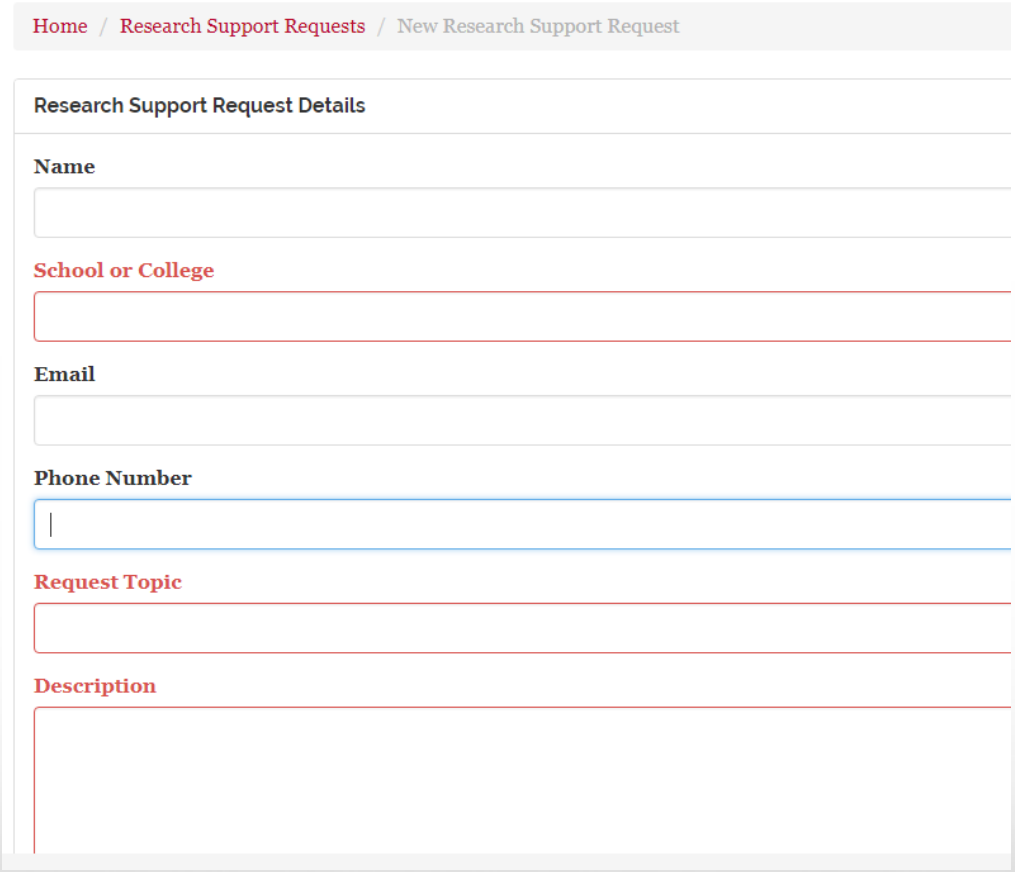
# Faculty Initiated Research Support Tool (FIRST)



# FIRST Request



# Submitting a Request

- You can submit a request as soon as you determine you are going to submit a proposal
- Determine the level of support you'd like to request.  FRSO staff can help with your entire proposal or just budget, Cayuse, etc.
- Connect with an FRSO if you'd like to talk to someone prior to submitting a request

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# Connect with an FRSO

## FACULTY RESEARCH DEVELOPMENT NETWORK DIRECTORY

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View Full Department Faculty Research Support Contact List

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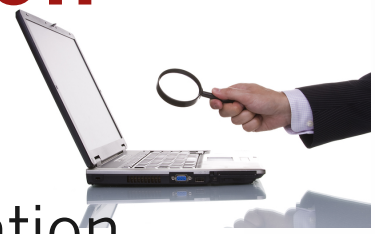
# FRDO Webpage Information



Provides useful proposal preparation information, including:

- Links for NSF and NIH Templates
- Links to PI Listserve signups
- Lists of Limited Comps (open and selected)
- Links to funding opportunity search engines and presorted opportunities by relative discipline

http://frdo.unm.edu/

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# FRDO PI Support

FRDO can provide editing services

- compare the proposal and solicitation for completeness and accuracy;
- proofread for spelling and punctuation errors, typos or incorrect use of English;
- provide edits to clarify meaning, ensure coherence and flow, and improve the overall quality of narrative sections.

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# FRDO Broader Impact Support

## Tools for Preparing your Broader Impact

- Developing a Broader Impacts Plan
- Broader Impacts Guiding Principles and Questions for NSF Proposals
- NSF Merit Review Broader Impacts Criterion: Representative Activities

## Examples of Broader Impacts

- Publications with undergraduate or minority student authors
- Community or workforce engagement
- K-12 education and outreach
- Undergraduate research experience
- Industry engagement
- Instances of improving societal well-being or public awareness
- Transformative discovery
- Data sharing

## UNM BROADER IMPACTS

The National Science Foundation (NSF) describes Broader Impacts as being the potential of a research project to benefit society and contribute to the achievement of specific, desired societal outcomes. Per the NSF, broader impacts may be accomplished **through the research itself**, **through activities directly related to specific research projects**, or **through activities supported by, yet complementary to the project**. Even though the NSF is the only sponsor that specifically names Broader Impacts as an evaluation measure, this desire to improve the world around us through research and other externally funded endeavors is common to most funding opportunities. As a result, the OVPR and FRDO would like to offer their assistance to faculty looking to develop broader impacts strategies to include in their proposals. Use the button below to request support.

Submit a
Request for Proposal Support

## NSF Perspectives on Broader Impacts

NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to:

- Full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM)
- Improved STEM education and educator development at any level
- Increased public scientific literacy and public engagement with science and technology
- Improved well-being of individuals in society
- Development of a diverse, globally competitive STEM workforce
- Increased partnerships between academia, industry, and others
- Improved national security
- Increased economic competitiveness of the US
- Enhanced infrastructure for research and education

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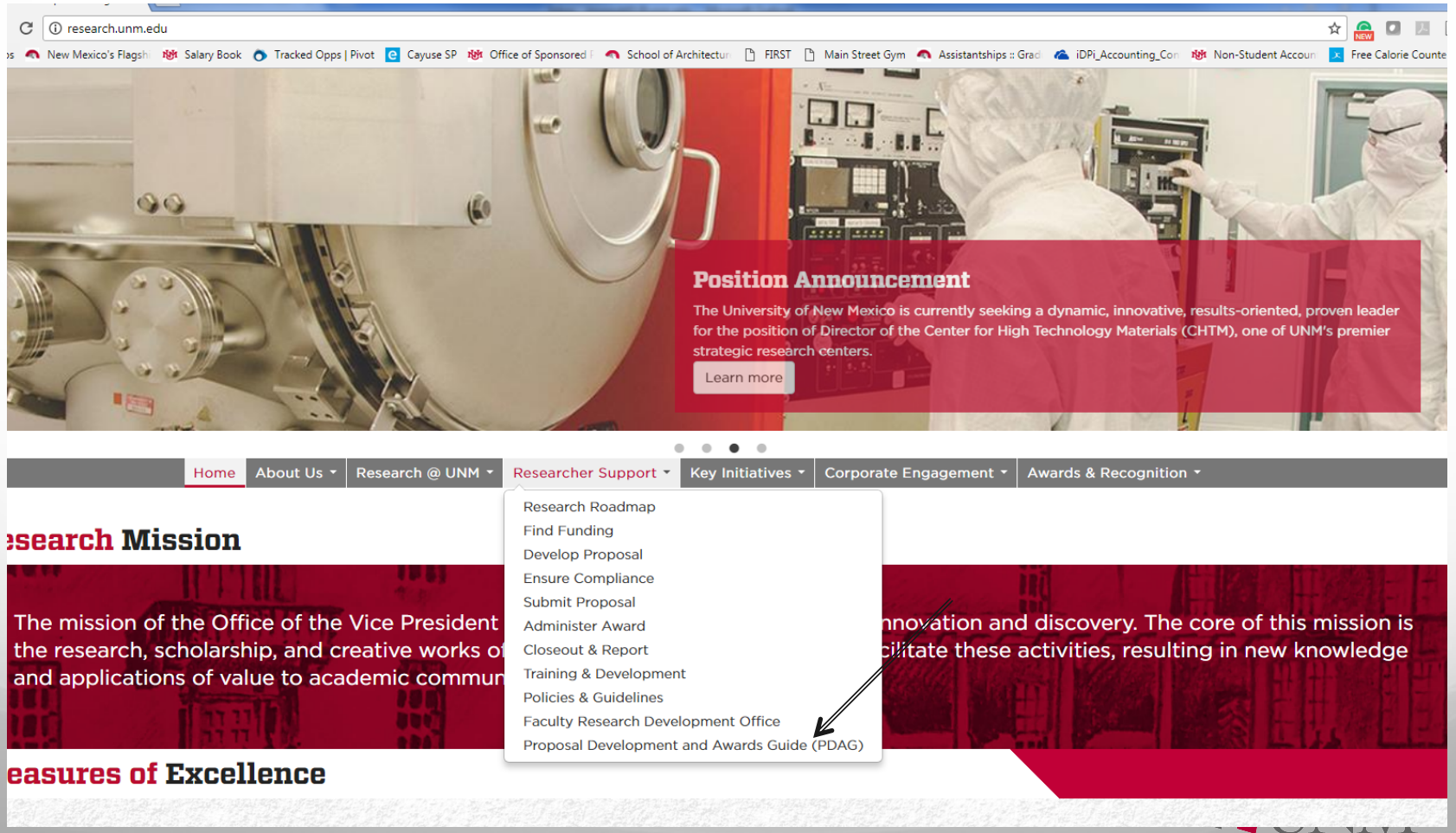
# Proposal Development and Award Guide (PDAG)

http://research.unm.edu/



# PDAG Table of Contents


**FIND FUNDING**

- Getting Started with PIVOT
- Reviewing the Solicitation
- Determining Eligibility
- Grants, Contracts & Gifts
- Finding a Targeted Funding Opportunity
- Cost Share and Other Budget Issues
- Proposal Timing and Deadlines
- Internal/UNM Funding Opportunities for Faculty
- Internal/UNM Funding Opportunities for Graduate Students
- UNM Limited Competitions
- External Funding Resources

**PI Eligibility**

- Determining Eligibility
- Principal Investigator Eligibility
- Criteria for Faculty and Staff
- Criteria for Students
- Who is Not Eligible

**DEVELOP PROPOSAL**

- Proposal Development Overview
- Abstract (Summary)
- Proposal Narrative

**Budget Development**

- Personnel Definitions/Description
- Salary: Faculty
- Salary: Staff
- Salary: Graduate Student Research Assistants
- Salary: Student Employees (often undergraduate students)
- Cost Share
- Fringe Benefits
- Materials and Supplies
- Services
- Travel: Domestic and Foreign
- Equipment
- Consultants/Independent Contractors
- Honorarium
- Participant Costs
- Student Costs
- Space Rent
- Subawards
- F&A (Facilities and Administrative costs, also referred to as "indirect costs" or "overhead")

**ENSURE RESEARCH COMPLIANCE**

- Introduction: Sponsored Project and Research Compliance
- Conflicts of Interest Policy and Procedures
- Examples of Potential Conflicts of Interest
- Completing the Online Conflict of Interest Form
- What Happens in the Case of a Conflict
- Export Control and Industrial Security
- Foreign Nationals and Foreign Travel
- Classified Research/Industrial Security Department
- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care and Use Committee (IACUC) and Office of Animal Care Compliance (OACC)
- Biosafety In The Conduct Of Research
- Responsible Conduct of Research (RCR)

**SUBMIT PROPOSAL**

- Electronic Submission
- Internal Proposal Creation, Routing, Authorization and Submission using Cayuse Research Suite
- Proposal Submission Methods Available in CayuseSP
- Signature Authority
- Award Tracking Using Cayuse SP
- Financial Management of Awards using Banner Finance
- External Electronic Systems: Federal Agency Proposal and Award Management Systems

**ADMINISTER AWARD**

- Managing Active Awards
- Transfer of Principal Investigator, Project, and Other Transfers
- Hiring faculty, staff, and students using restricted funds

**CLOSE OUT & REPORTING**

- Award Closeout Workflow

**ADDITIONAL INFORMATION**

- Intellectual Property
- Audits
- Research Space & Renovation
- Purchasing on a grant
- Travel Reimbursement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