

Budgeting for a Realistic and Fundable Future

Where to Begin?

- Draft proposal narrative or scope of work



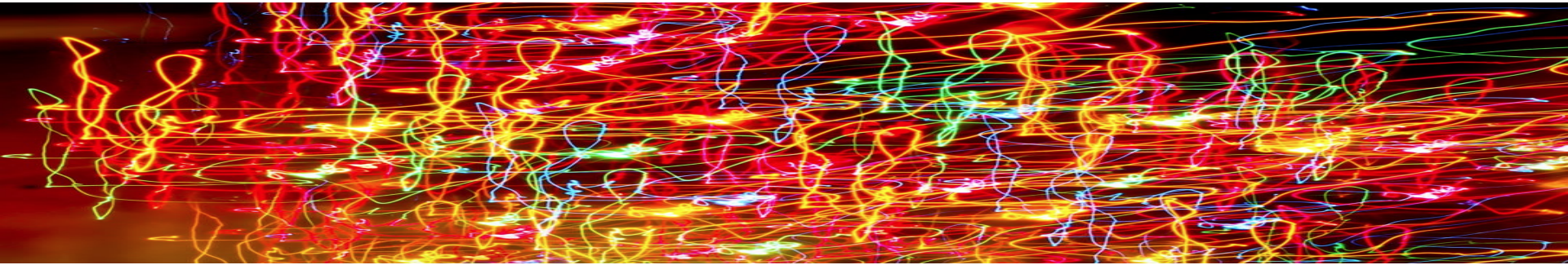
- Wish budget
 - Resources
 - Personnel
 - Are Subawards or Collaborators involved?

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

Where to Begin?

Know your UNM deadlines

- 5 day/2 day rule

Know the solicitation guidelines

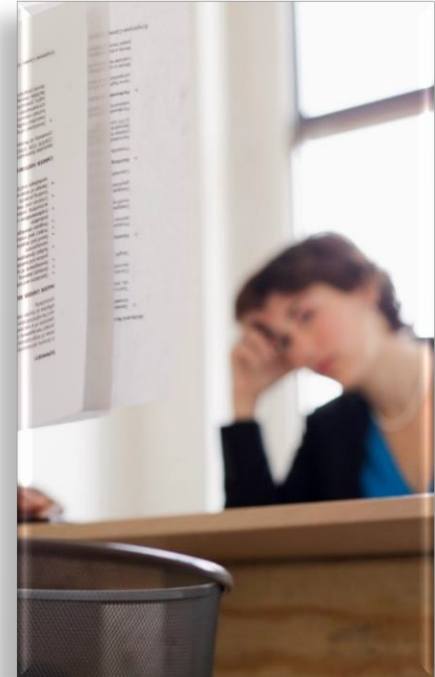
- Total dollar amount allowed
- Allowable and unallowable costs
- Budget format
- Any other requirements



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%.

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).

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.

Nuts & Bolts

Cayuse SP Record

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



| SPONSORED PROJECTS

Logged in as: Jennifer

For immediate assistance, contact support at 505.27

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Item List18-0306

View or Edit completed sections by clicking the name next to the check.

✓ [General Information](#)

✓ [Cayuse 424 Proposal](#)

✓ [Investigators/Research Team](#)

✓ [Budget](#)

✓ [Conflict of Interest](#)

✓ [Regulatory Compliance](#)

✓ [Subcontractors](#)

✓ [Export Control](#)

✓ [Intellectual Property](#)

✓ [Location of Sponsored Activities](#)

✓ [Proposal Abstract](#)

✓ [Proposal Attachments](#) >>

✓ [Approving Units](#)

[Additional Notes](#)

Administer Proposal

View Routing Status

>> Proposal Attachments

When applicable, please attach the following documents:

- Statement of Work (draft or completed; mandatory)
- Solicitation/Proposal Announcement Guidelines (mandatory)
- Budget Worksheet (mandatory)
- Budget Justification Form (mandatory)
- Conflict of Interest Form (mandatory if research project)

- Subcontractor documentation (letter of commitment, budget, budget justification, scope of work, F&A rate agreement)
- Cost Share Approval Form and Budget (as applicable)
- F&A Reduction Request Form (as applicable)
- F&A Split Form (as applicable)
- Export Control Form (if applicable)
- PI Eligibility Form (if applicable)
- IRB Approval Letter (if applicable)
- IACUC Approval Letter (if applicable)

For industry-sponsored clinical trials, please attach the following documents:

- Sponsor Protocol
- Final Sponsor Budget
- Final Internal Budget

Add Attachment

Click Browse to select a file:

Browse... No file selected.

Document Type

Select Document Type

>> NextReset

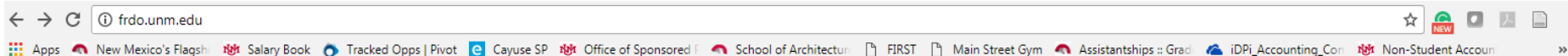
Attachment	File Type	Upload Type	Attachment Type	Access
Budget Justification Richardson V3.pdf Uploaded by:Jennifer Kavka On:10/06/2017 At:7:39 PM	Budget (Final)	IPF	Proposal	All Parties ✕
Richardson R01 Budget V3.xlsx Uploaded by:Jennifer Kavka On:10/06/2017 At:7:32 PM	Budget (Final)	IPF	Proposal	All Parties ✕
RFA-MH-17-240.pdf Uploaded by:Jennifer Kavka On:10/06/2017 At:10:04 AM	Solicitation/RFP/RFQ	IPF	Proposal	All Parties ✕

Help is Available!

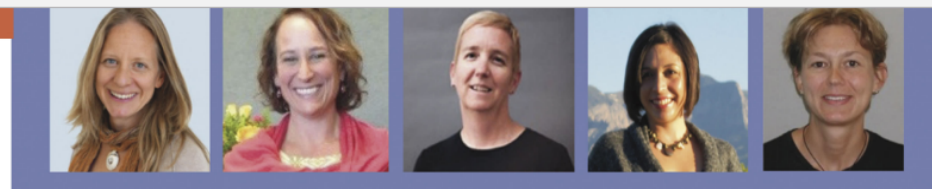
Asking for



<http://frdo.unm.edu/>



For more information on women in STEM at UNM, visit advance.unm.edu



Congratulations 2017 Women in STEM Grant Awardees! [Click Here](#)

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Our Mission

The Faculty Research Development Office (FRDO) works in close collaboration with other units of the [Office of the Vice President for Research \(OVPR\)](#) and with research administration personnel in colleges and departments to enable faculty to obtain external funding. FRDO also helps to implement campus research initiatives.

[Submit a Request for Proposal Support](#)



Faculty Initiated Research Support Tool (FIRST)

WELCOME TO FIRST: Faculty Initiated Research Support Tool

You will be able to:

- Initiate a new request,
- View all request status and history
- Send a note to your FRSO, and
- Reopen closed requests.

[New Research Support Request](#)

[View All Requests](#)

FIRST Request

[Home](#) / [Research Support Requests](#) / [New Research Support Request](#)

Research Support Request Details

Name

School or College

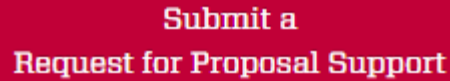
Email

Phone Number

Request Topic

Description

Submitting a Request

A red rectangular button with rounded corners, containing the text "Submit a Request for Proposal Support" in white, sans-serif font. The button is centered within a light gray rectangular frame.

Submit a
Request for Proposal Support

- 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

Connect with an FRSO

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College of Fine Arts Research

[View Full Department Faculty Research Support Contact List](#)



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/>

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.

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](#)

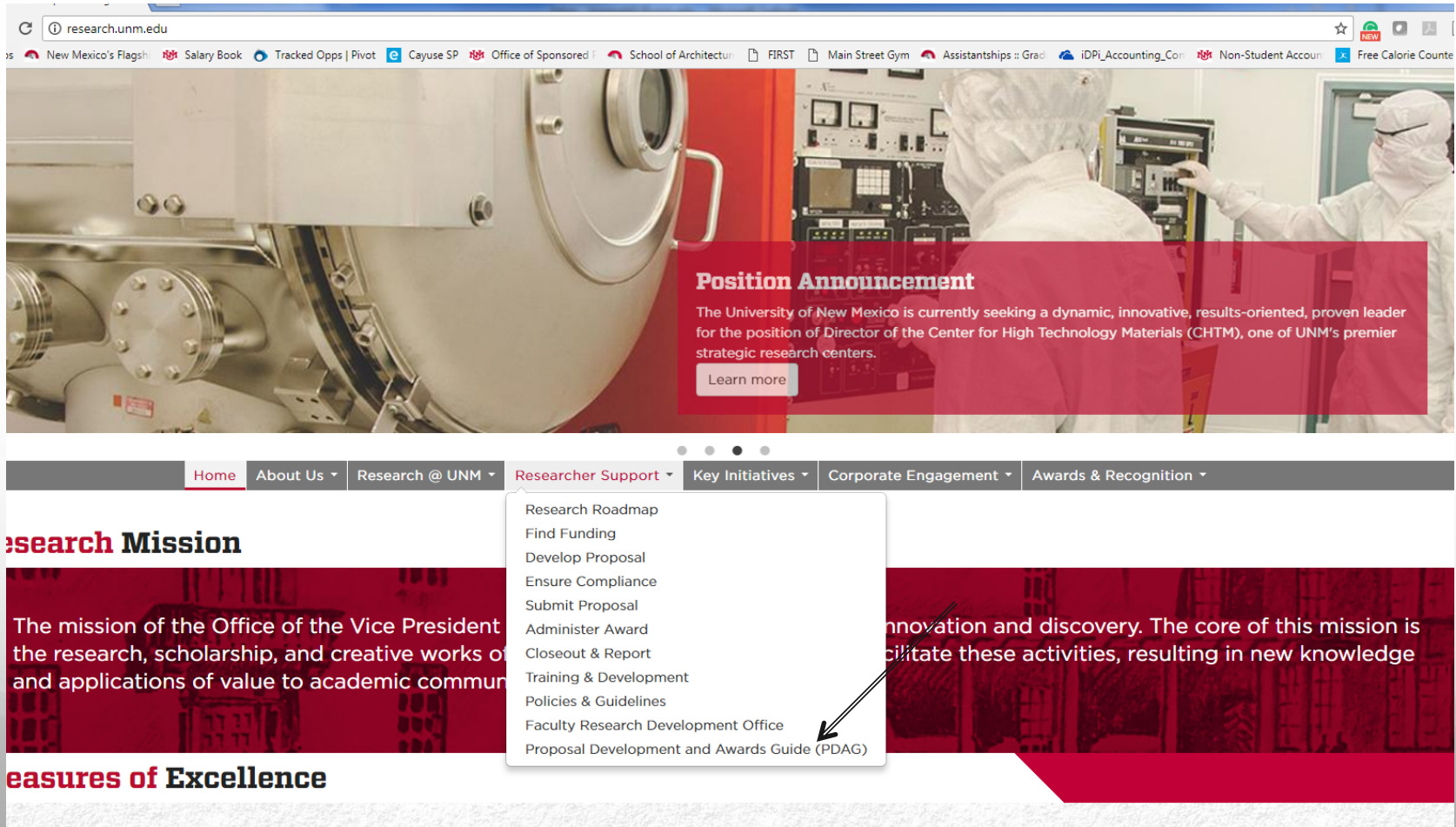
NSF Perspectives on Broader Impacts

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

Proposal Development and Award Guide (PDAG)

<http://research.unm.edu/>



The screenshot displays the website <http://research.unm.edu/>. The browser's address bar shows the URL. The page features a large banner image of laboratory equipment and researchers in white protective suits. A red overlay on the right side of the banner contains the text "Position Announcement" and a description of a search for a Director of the Center for High Technology Materials (CHTM). Below the banner is a navigation bar with links: Home, About Us, Research @ UNM, Researcher Support, Key Initiatives, Corporate Engagement, and Awards & Recognition. The "Researcher Support" link is active, and a dropdown menu is open, listing various services. The "Proposal Development and Awards Guide (PDAG)" is the last item in the list, with a black arrow pointing to it. Below the navigation bar, the "Research Mission" section is visible, followed by a red banner with white text. The "Measures of Excellence" section is partially visible at the bottom.

Position Announcement

The University of New Mexico is currently seeking a dynamic, innovative, results-oriented, proven leader for the position of Director of the Center for High Technology Materials (CHTM), one of UNM's premier strategic research centers.

[Learn more](#)

Research Mission

The mission of the Office of the Vice President is to support the research, scholarship, and creative works of the University and applications of value to academic communities.

Measures of Excellence

Researcher Support

- Research Roadmap
- Find Funding
- Develop Proposal
- Ensure Compliance
- Submit Proposal
- Administer Award
- Closeout & Report
- Training & Development
- Policies & Guidelines
- Faculty Research Development Office
- Proposal Development and Awards Guide (PDAG)

PDAG Table of Contents

- F&A (Facilities and Administrative costs, also referred to as "indirect costs" or "overhead")

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

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