



# Puerto Rico Clinical and Translational Research Consortium

## Budget and Budget Justification

Ivette Molina Rivera, MHSA  
Program Administrator

# Objectives:



Review how to prepare:

- A detailed budget
- Budget justification

# Most important thing to do:



Read the instruction

RFA - Requests for Applications

FOA –Funding Opportunity Announcement

**Read the instructions carefully!!!!!!!!!!**

# Make sure you provide:



- Applications **will be evaluated for...**
- Applicants **should** provide plans for...
- Reviewers **will consider...**
- Applicants **must** define...
- Study investigators **are encouraged to...**
- Applicants are **required** to follow the instructions for...

# Direct Costs:

- Personnel
- Consultants
- Equipment
- Supplies
- Travel
- and other expenses (e.g., animal maintenance)



# Budget Preparation Considerations

1. Be realistic with the numbers- deliberately over or under budgeting will be recognized by reviewers.
2. Provide brief descriptions of duties for all positions, with the number of person months requested each year. Special skills of a designated person may be included if not discussed elsewhere.
1. If possible, try to identify specific individuals for each position requested. "To be named" personnel are very often deleted by reviewers. Show you are ready!!

# Budget Preparation Considerations



4. Justify all equipment purchases, the proposed acquisition of major pieces of equipment is likely to be scrutinized very carefully.
4. Break out supply costs into major categories (reagents, disposables, etc.). Provide special justification for any unusual expenses requested.
5. Explain any year-to-year fluctuations in the budget, including the level of effort of personnel. Changes should be parallel to the research plan and project aims.

# Budget Preparation Considerations



7. Provide adequate justification for the need to use outside consultants, if applicable.
9. There are no page limits in this section. Be complete but concise.
10. Multi-institutional applications need to submit a separate budget for each subcontractor or consortium member.

# FOUR TEST:



- How NIH follows determines if a cost is allowable.

Costs charged to awards must be:

- Allocable
- Reasonable
- Consistent
- Conformance

# Budget Justification:



- Prepare your justification matching the expenses with the objectives and the timeline.
- Be concise and clear, make sure each cost is associated with an activity described in the Research Plan.

# Know your limits!



Carefully read the Funding Opportunity Announcement (FOA) for budget criteria.

Look for limits on:

- ❑ PI's time & effort (e.g. cannot exceed \$10,000)
- ❑ caps on certain expenses (e.g. travel limited to \$3,000)
- ❑ overall funding limits (e.g. total costs cannot exceed \$50,000 per project)

# References:

- Information on the applicable cost principles and on allowable and unallowable costs under NIH grants is provided in the NIH Grants Policy Statement under Cost Considerations  
[http://grants.nih.gov/grants/policy/nihgps\\_2003/NIHGPS\\_Part5.htm#\\_Toc54600115](http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part5.htm#_Toc54600115).
- [OMB Circular A-122](#)—Cost Principles for Non-Profit Institutions[10]
- In general, NIH grant awards provide for reimbursement of actual, allowable costs incurred and are subject to Federal cost principles  
[http://grants.nih.gov/grants/policy/nihgps\\_2003/NIHGPS\\_Part5.htm#\\_Toc54600117](http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part5.htm#_Toc54600117).

# Thank you!!



- Questions
- Please contact us for assistance:  
ivette.molina@upr.edu
- Success in your research!