LEWIS COLLEGE GRANT AWARDS

BUDGET DEVELOPMENT GUIDELINES

The total budget cannot exceed the amount listed on the program announcement. A budget format is included in each one of the four program announcements for instructional purposes.

1. **Salaries and Personnel Effort:** Any portion of salary being paid from an internal grant budget must clearly specify the name of the person (if current employee) or title for the position being paid, the base salary for that position, and total salary being budgeted for project. Budget must specify how much to allocate to specific summer months
   NOTE: Summer salary requests must include a strong, written justification (see budget justification below). DO NOT INCLUDE FRINGE BENEFITS IN THE BUDGET. Fringe benefits are paid from another source and will not need to come from your internal grant budget. Personnel percent effort for academic year and summer salaries must be included on the budget so that we can make sure effort is in compliance.

2. **Graduate Research Assistants (GRAs) and Student Workers:** Support may be requested for graduate research assistants and student assistants as long as they are being paid only for their work on the funded project. GRAs cannot work more than 20 hours per week (50% effort) on a funded project. Please refer to the GRA Policy for more information.

3. **Course Releases:** Support may be requested for **ONE** course release during the academic year or summer salary, but not for both. Also, please note that for course releases for fall and spring, the PI should only request the actual cost for a replacement instructor and not a percentage of faculty salary as with external grants. Applicants should consult with their chair to determine whether they can obtain a course release during the academic year and to get the estimated or actual cost of a replacement instructor for the course release. NTT faculty requesting course release must have a full course load.

4. **Supplies, Travel and Other Expenses:** Support may also be requested for supplies, participant remuneration, consultant fees, publication costs, outside grant review costs (External Grant Proposal Resubmission Award Program), research-related supplies (individual items that cost less than $5,000 each) and equipment (individual items that cost $5,000 or more each), and travel to engage in research activity (see details in Budget Justification section below). Purchase of food for participants (e.g., for focus groups) is not an allowable expense unless food as material and supply is an integral part of the study (e.g., in some nutrition and dietary intervention studies) or food is being provided to participants in studies that require fasting for blood draws. The internal grant programs should not be used to cover expenses typically funded by departments. Therefore, computers are not an allowable expense except when the research project cannot be accomplished with the typical computer supplied to faculty members.

5. **Mentor's Funding (if applicable):** For a mentored application, funds up to $3,000 may be provided to the mentor for any expenses that are allowable on state funds (these funds come under state restrictions), including supplies, salary, professional travel, and anything that the applicant is allowed to cover with these funds is allowable for the mentor, as well. These funds will come from the total award budget (no more than $10,000).

BUDGET JUSTIFICATION

A justification must be included for each budget item. All items (including equipment) should be justified in terms of how they will be used in the proposed project. More details are required for travel and the purchase of electronic equipment (e.g. computers, iPads or tablets, etc.) – see below.

1. **Faculty Summer Salary –** Summer salary requests must include a strong, written justification that specifies the exact nature of the effort that the person will commit to the project during the summer months they will be paid (e.g., 10 hours per week writing grant proposal, 5 hours per week analyzing data, 15 hours per week collecting data from archives, etc.). If a summer salary justification is deemed not adequate, applicants may be asked for a revision or the requested amount may be reduced, if awarded.

2. **Travel -** Travel that is required to conduct research is eligible for funding (not to be used for travel for professional development or to professional conferences to present work). Air and train travel must be calculated on the basis of economy rates. Estimated costs for food and lodging must be reasonable, and charges to grant funds for these items must be based on University regulations. Mileage must be figured at no more than the approved University mileage rate. Travel expenses to attend or present at a professional meeting or conference will not be funded unless there is a specific justification provided in the Budget Justification that directly relates to the completion of the project. Funding for conference travel to present results of the project is not a sufficient rationale. Justification of travel should include the following points (when appropriate):

   a. Where the proposed trip fits within the overall plan and the importance of the project;

   b. The reasons for the choice of the specific location. If the travel is to access specific resources (e.g., a special piece of equipment, an archive or collection, a repository of information, etc.), describe the need to access the unique resource and why it must be accessed in person rather than via other methods (e.g., online, loan, etc.).

   c. Evidence of competence in the special areas required to utilize the equipment or collection.

   d. If an applicant is requesting support for travel to access a specific resource, a letter or other appropriate documentation from the institution where the work will take place, signed by the director, archivist, curator, or other responsible official, indicating their agreement to provide access should be provided. The documentation should indicate that the specific resource the applicant wishes to utilize is accessible and will be made available to the applicant during the period requested in the application. A published statement indicating that the specific laboratory or collection will be accessible to researchers during the period requested may be substituted for the letter or documentation.

3. To purchase electronic equipment, particularly computers, iPads or tablets, the justification must address how the equipment will be used, why the project cannot be completed without this equipment and assurance that this equipment will be designated solely for the project for the life of the award. Electronic equipment should be purchased within the first 6 months of the project.