

Building a Budget at A-State

Workshop 4

Research and Technology Transfer

research@astate.edu



Meet Your Presenters



Dr. Travis Marsico

Vice Provost for Research,
Innovation, and Discovery

Executive Director of the
Arkansas Biosciences Institute

Professor of Botany



Ashley Pinkard, MPA, CRA

Executive Director of
Research



Morgan Speer, MBA

Director of Proposal
Development



Building a Grant Budget: Introduction

- Initial Considerations
- Potential Budgeted Costs – what costs to include in budget
- Walk through of A-State's budget template
- Where to find budget information



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Initial Budget Considerations

- The budget is the financial expression of a project's scope of work. The budget details costs by category to produce a picture of the funds needed to conduct the research or project.
- Proposal budgets include: Direct Costs, Indirect Costs and a written budget justification
- Read the RFP and understand your sponsor requirements: certain sponsors restrict certain cost categories and F&A, as well as impose budget caps on salary, total budget, etc.
- Justifying costs appropriately

Direct Costs Vs Indirect Costs

- **Direct Costs:** all costs that are directly assignable to the specific project at hand. They are readily identifiable and are itemized by name and amount.
- **Must Be:**
 - **Reasonable** – defined as the action a prudent person would undertake under the circumstances
 - **Allocable** – costs are incurred for the benefit of the specific project and able to be assigned to the project with a high degree of accuracy
 - **Consistent** – costs must be given consistent treatment by the University across all sponsored projects, in accordance with the generally accepted account principles.

Direct Vs Indirect Costs

- **Indirect Costs:** costs that cannot be directly assignable to a particular project, but are still real costs incurred by the institution to conduct the research/project. Includes: administrative staff, IT, facilities and equipment operation and maintenance, library, PPE and personal effects, and general office/lab supplies.



Potential Budgeted Costs

- Salary and Fringe Benefits
- Materials and Supplies
- Travel
- Equipment (threshold \$5,000 and over)
- Publication costs
- Consultants
- Subawards



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Potential Budgeted Costs

- Participant Support (uncommon and only in special circumstances)
- Tuition Remission
- Human Subjects/Animal Costs
- Indirect Costs
- Cost Share (only when required)

Special Circumstances

- **Equipment** – may need quotes, must be over \$5,000 procurement threshold
- **Subawards/Consultants/Contractors** – refer to RTT guide Subaward Vs Consultant/Contractor on determining appropriate funding mechanism.
- **Participant Support** – must be preapproved in the budget by the sponsor. Typically only used in trainee grants.
- **Indirect Costs** – A-State’s current negotiated rate is 41.3% Modified Total Direct Costs.
- **Cost Share** – only allowable when required by the sponsor/RFP, a commitment A-State must honor if quantified in the budget.



Subawards

If A-State will be engaging in a subaward the following is required from the outside entity/institution:

- Statement of Work
- Budget and Budget Justification
- Subrecipient indirect cost agreement
- Subrecipient Letter of Intent signed by AOR
- A-State's subrecipient form signed by AOR
- Other as required by sponsor

We must give the outside entity/institution sufficient notice in order to ensure they meet their internal requirements for review and approval. Suggested 3 weeks prior to sponsor deadline.



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Resources for PIs

- RTT Investigators Toolbox:
<https://www.astate.edu/a/ortt/investigators-toolbox.dot>
- Institutional Profile:
<https://www.astate.edu/a/ortt/Institutional-Profile/>
- 2 CFR 200 Uniform Guidance, Subpart E Cost Principles: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>



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Contact Research and Technology Transfer

- Email: research@astate.edu
- Phone: 870-972-2694
- Location: 6th Floor, Dean B. Ellis Library, Suite 613
- Website: www.astate.edu/info/research



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