Viterbi Pre-Award Quick Tips: Budget and Justification

Standard Budget/Justification Quick Tips

Budget
- Review and apply sponsor guidelines, FAQ, sponsor grant policies
  - Are there direct cost or total budget requirements or limitations?
  - Are there travel requirements or limitations?
  - Are there IDC limitations? Some sponsors will have IDC limitations stated in FAQ's
  - Is there a specific project period stated in the guidelines?
- Is the submission federal or non-federal? Be sure to use the appropriate fringe benefits rate
- Apply current GRA salary and tuition rates
- Apply post doc minimum rates*
- Check Fiscal/Academic year split and apply increases to salaries, wages and tuition**
- Provide travel breakdown
- Satellite accounts are required for all Viterbi Co-PI's, for other schools participating and Participant support
- Charge IDC only on first $25k of subaward.
- IDC is not charged on Tuition, Participant support costs, Equipment, or Subaward costs after the first $25k.

Justification
- Does sponsor have specific requirements for the budget justification/narrative?
- Is the submission federal or non-federal? Be sure to use the appropriate fringe benefits statement.
- Use current rate agreement date for fringe benefits and IDC
- Provide Travel breakdown
- Is a computer purchase budgeted in M&S? Provide a brief justification for use on the project.

NSF Quick Tips

Budget
- Publication and outreach costs should be a separate line item
- Participant support can be a stipend, subsistence allowance, travel allowance. For additional clarification see NSF PAPPG
- Items that are not Participant support are M&S for outreach, M&S for workshops, or catering

Justification
- Provide Travel breakdown
- Include IDC table***
- Specify amount budgeted for publication and outreach costs
- Be specific with participant support costs. Include number of participants and amount per participant.

NIH Quick Tips

Budget
- Use current NIH CAP. This is usually updated in January each year. Do not apply increase to NIH cap
- Include NIH Excess calculator***
- Check for modular budget. For more information go to NIH develop your budget

Justification
- State effort for all personnel in person months
- For a modular budget you do not need a detailed justification. You only need personnel, consortium and additional narrative (if applicable). See NIH Develop your budget for more information.

* See memo from VBA Payroll
** Viterbi, generally, applies a 4% increase unless otherwise specified by the sponsor. For NIH submissions increase is 3%.
***see budget and budget justification samples on VBA-RA webpage.