

HANDS-ON BUDGETING ERA ELECTIVE

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Welcome!

Before we get started....

- Please make sure your laptop is connected to the internet.
- If your laptop is not configured to use MSU's wireless network, please perform the following steps:
 1. Connect to wireless network MSUnet 3.0 and select Connect Automatically.
 2. Open your web browser and navigate to any web page.
 3. A registration page will pop up. Follow the on-screen instruction to register your computer.
- Please have your Case 1 Excel budget template, that was emailed to you prior to class, open and ready to use.*

**You can also download the file on the SPROUT site:*

<https://sprout.vprgs.msu.edu/training/electives/>

EVOLUTION OF A BUDGET

- PI emails you informing you of proposal and ideas for a budget
- Remember the 10-6-3 policy. Create a new eTransmittal and notify OSP!
- You respond requesting additional details, which the PI provides
- You draft a budget
- PI approves
- Draft a budget justification
- Send to OSP for approval (note the APP #)

This stage may go back and forth causing several drafts of the budget

CASE STUDY – Email from PI

CASE STUDY – Questions back to PI

- Contact information for Case Western Reserve University administrator?
- AY or AN grad student?
- Will student have full course load?
- Let Dr. Luyendyk know that food is not allowable for lab meetings.
- Are additional mouse cages for the colleague allocable to this grant proposal?
- If you haven't done so already, create an eTransmittal and notify OSP.

CASE STUDY – Subaward Budget (CWRU)

NIH

Case Western Reserve University Subcontract

Begin

7/1/2017

End

6/30/2021

Principal Investigators: Tan, Edna

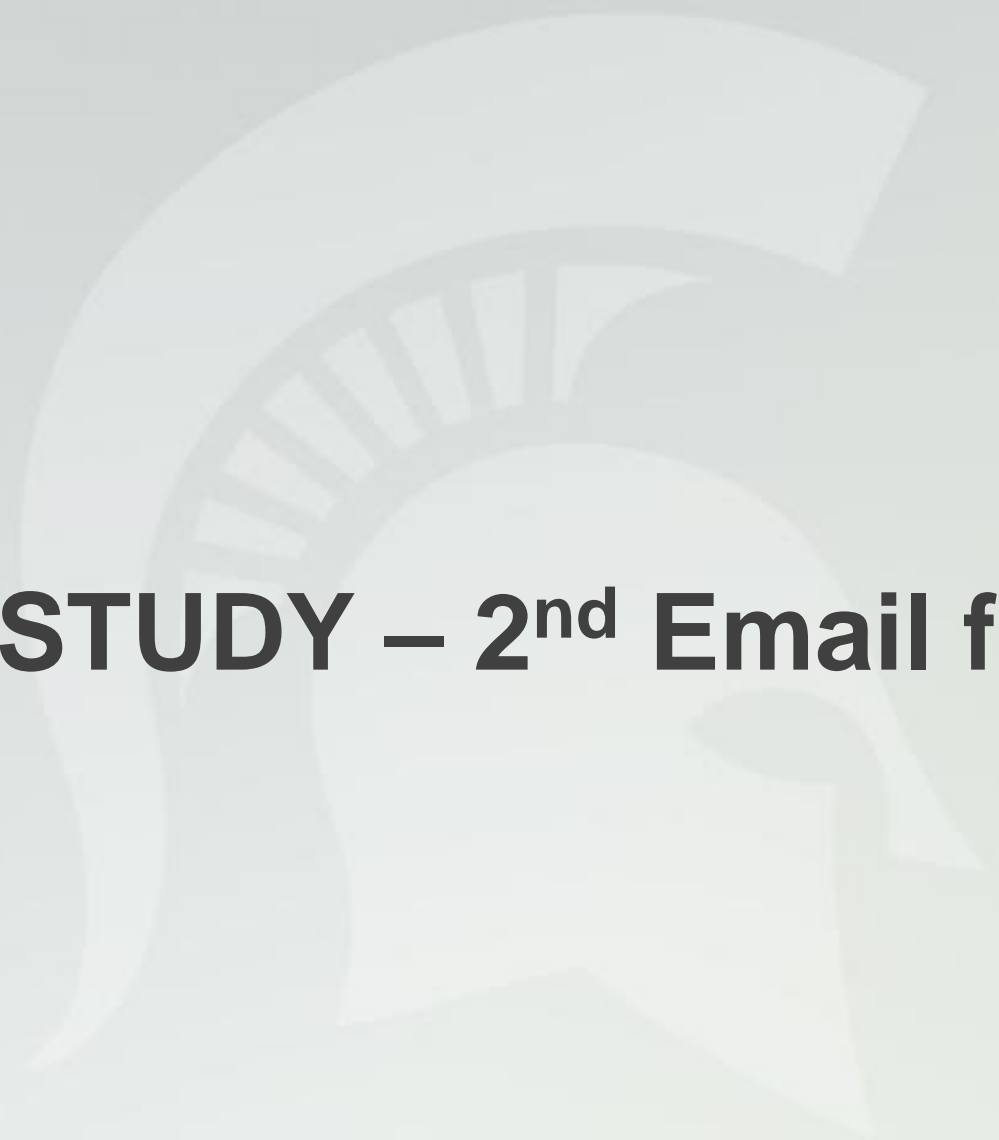
BUDGET SUMMARY

BUDGET CATEGORY	INITIAL BUDGET	ADDITIONAL YEARS OF SUPPORT REQUESTED				
		PERIOD				
	1st	2nd	3rd	4th	Totals	
TOTALS						
SENIOR PERSONNEL	\$ 22,559	\$ 23,236	\$ 23,933	\$ 24,651	\$ 58,266	
OTHER PERSONNEL	\$ 12,000	\$ 12,360	\$ 12,600	\$ 12,950	\$ 32,000	
FRINGE	\$ 12,221	\$ 12,290	\$ 12,750	\$ 12,990	\$ 20,530	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
TRAVEL	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000	
PARTICIPANT SUPPORT COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	
OTHER DIRECT COSTS	\$ 14,127	\$ 17,460	\$ 20,553	\$ 22,486	\$ 38,900	
SUBTOTAL DIRECT COSTS	\$ 63,407	\$ 67,846	\$ 72,336	\$ 75,577	\$ 279,165	
<i>Equip & Tuition</i>						
MODIFIED TOTAL DIRECT COSTS	\$ 63,407	\$ 67,846	\$ 72,336	\$ 75,577	\$ 279,165	
F&A	43.50%	\$27,582	\$29,513	\$31,466	\$32,876	\$121,437
TOTAL DIRECT AND INDIRECT	\$ 90,989	\$ 97,359	\$ 103,802	\$ 108,453	\$ 400,602	

CASE STUDY – 1st version sent to PI

- The first version of the budget has been sent to the PI...time for a break!





CASE STUDY – 2nd Email from PI



CASE STUDY – PI has changes

CASE STUDY – Issues?

- Grad student hourly pay? What about health, FICA?
- Laptop(s) for Graduate Students? Yes or No?
- Supplies – do we have enough detail?
- Is everything reasonable, allowable, allocable?

CASE STUDY – Finalize Budget

- Now that you've included the PI's changes, what's next?
 - Send to the PI for final Approval – Let's assume it's all set
 - Send to OSP for review (Note the APP #)
 - Attach the approved version to the eTransmittal
 - Assist with preparing the budget justification

CASE STUDY – Budget Justification

- A written explanation of your budget
- Note the % effort or person months effort of personnel
- Provide extra detail on supplies, travel (especially foreign travel), equipment and consultant costs (daily rate)
- Provide detail on subcontracts – why is a subcontract necessary? What will the subcontractor be doing?

CASE STUDY – Approved!

- The eTransmittal with the approved budget, budget justification, abstract/scope of work have been fully routed and the proposal has been submitted...Congratulations!



BUDGET RESOURCES

- SPROUT budget templates:
<http://sprout.vprgs.msu.edu/tools/>.
- OSP Budget Builder: www.osp.msu.edu, →
Quick Links → Salary Budget Builder
- HR Stipend Ranges for GAs:
<http://www.hr.msu.edu/hiring/studentemployment/gradasst/stipendRanges.htm>

CONTACT INFORMATION

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QUESTIONS?