Developing Proposal Budgets and Budget Justifications

Sponsored Programs Administration (SPA)

August 18, 2021
Budgets

• There are many different budgets. Please submit to SPA the sponsor required budget form.
• SPA’s website has budget templates with automatic calculators if there is not a sponsored required budget form.
Budget Justification

A budget justification is a written explanation that relates the budget to the scope of work. The justification should indicate why the requested funds are necessary for the project and how the amounts were determined.

- Explain how costs were estimated and why each cost is essential
- Justify any unusual items
- Follow the order of the detailed budget page
- Ensure dollar amounts tie back to budget
Budget Classifications

Overview of SPA Budget Review

- Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Tuition
- Materials and Supplies
• Publication Costs
• Subawards
• Equipment or Facility Rentals
• Consulting Services
• Operating Fees
• Professional Fees
• Subject Incentive Payments
• F&A/Indirect Costs
• Cost Share
Proposal Review

- **Sponsor Guidelines**
  - Review for specifics such as cost-share, F&A limitations, formatting, forms

- **Compliance Check**
  - **Significant Financial Interest (SFI)**
  - **Conflict of Interest (COI)**

- **NDSU and Federal Policies**
SPA Website

• Funding Opportunities
• Forms: Novelulation user page, Budgets, Budget justifications
• Institutional Information: DUNS #, EIN, Fringe Benefit Estimate, F&A Rate Agreement, State Audit…
Sponsored Programs Contacts

Val Kettner  Associate Vice President  val.kettner@ndsu.edu
Amy Scott  Assistant Director  amy.scott@ndsu.edu
Dionna Martel  Proposal and Award Officer  dionna.martel@ndsu.edu
Cindy Eleson  Budget and Program Officer  cindy.smelserieleson@ndsu.edu
Vicki Miller  Budget and Program Officer  victoria.miller@ndsu.edu
Shelly Sandstrom  Program Assistant  shelly.sandstrom@ndsu.edu
Christy Gallagher-Lien, Research Informatics Analyst  christy.gallagher-lein@ndsu.edu

ndsu.research@ndsu.edu
231-8045