

DC Center for AIDS Research Budget Instructions

DETAILED BUDGET

Each item listed on the budget must be clearly justified in the budget justification. List only the direct costs requested in this application. Do not include any items that are treated by the applicant organization as Facilities and Administrative (F&A) costs.

- F&A or indirect costs will not be covered
- Partial salary support is only available for early stage investigators, research staff and students. Faculty salary support for those who do not qualify as early stage investigators should be provided by the host-institution or through other funded projects.
- Travel expenses for meetings must be approved by the Developmental Core.

Form Page 4 Detailed Budget

The budget should be completed using the NIH Form Page 4 Detailed Budget template.

Personnel

Name

Starting with the PD/PI(s), list the names of all applicant organization employees who are involved on the project during the initial budget period, regardless of whether a salary is requested.

Role on Project

Identify the role of each individual listed on the project. Describe their specific functions in the budget justification. Provide budget justification for ALL personnel by position, role, and level of effort using person months (calendar, academic and/or summer). This includes any “to-be-appointed” positions.

Months Devoted to Project.

Appointment type:

- Cal = 12 month calendar appointment
- Acad = 9 month academic year appointment
- Summer = 3 month summer term appointment

Enter percent effort for all personnel.

Institutional Base Salary

Enter base salary. The base salary may not exceed the NIH salary cap

http://grants.nih.gov/grants/policy/salcap_summary.htm.

Salary Requested

The salary requested will be automatically calculated based on the information entered above.

Fringe Benefits

Enter federally negotiated fringe benefit rate. The fringe benefits requested will be automatically calculated in Column I.

Consultant Costs

Whether or not costs are involved, provide the names and organizational affiliations of all consultants, other than those involved in consortium/contractual arrangements. Include consultant physicians in connection with patient care and persons who are confirmed to serve on external monitoring or advisory committees. Describe the services to be performed in the Budget Justification. Include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Equipment

Not applicable for this award

Supplies

Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than \$1,000 do not have to be itemized. If animals are to be purchased, state the species and the number to be used.

Travel

Itemize travel requests and justify in the Budget Justification. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested.

Patient Care Costs

Not applicable for this award

Alterations and Renovations

Not applicable for this award

Other Expenses

Itemize any other expenses by category and unit cost. These might include animal maintenance (unit care costs and number of care days), patient travel, patient participation incentives, donor fees, publication costs, computer charges, rentals and leases, equipment maintenance, service contracts, and tuition remission when budgeted separately from salary/fringe benefits. Justify costs in the budget justification.

Consortium/Contractual Costs

Each participating consortium/contractual organization must submit a separate detailed budget for the initial budget period. Consortium arrangements may involve personnel costs, supplies, and other allowable costs, NOT including Facilities and Administrative (F&A) costs. For each budget from a participating consortium/contractual organization, use the "Consortium/Contractual Direct Costs" category to total the consortium direct costs.

Consortium/Contractual F&A Costs - Not applicable for this award