Prepare Budget and Justification

A budget and budget justification are essential components of a proposal submission. Together, they demonstrate how requested funds align with the project's objectives. To ensure accuracy and compliance, adhere to the following best practices:

General Guidance

- Review the Solicitation: Read the full funding opportunity announcement or solicitation and the sponsor's proposal preparation guidelines. Requirements often vary by sponsor and mechanism.

- Match the Budget Justification Order: Follow the same order in your budget justification as in the itemized budget or sponsor form. This allows reviewers to easily compare the two documents.

- Page Limit: Confirm whether the sponsor imposes a page limit for the budget justification and stay within that limit.

- Ensure Consistency: Any cost included in the budget must be supported in the justification and described in the proposal's narrative if relevant. Likewise, any resource or activity described in the narrative that will incur cost must be accounted for in the budget and justification!

- Check Allowability: Costs must be **reasonable, allowable, and allocable** in accordance with federal regulations (e.g., 2 CFR 200), institutional policy, and the specific sponsor's guidelines. Sponsors may have restrictions or caps on certain costs (e.g., equipment, travel, participant support).

- Subawards: If you will be including subawards, please notify your SRP analyst as early as possible. You'll need to provide the subrecipient budget amount to be allocated to the subrecipient(s).

NIH-Specific Resources

- NIH Budget Development Guide: https://grants.nih.gov/grants-process/write-application/advice-on-application-sections/develop-your-budget

UCR-Specific Resources

- Budget templates and guidance documents are available on RED's site: https://research.ucr.edu/spa/lifecycle/proposalpreparation/budget