Grant Budget Preparation

Policy and Procedure
Table of Contents

Policy ............................................................................................................................................. 3
Purpose ......................................................................................................................................... 3
Scope ........................................................................................................................................... 3
Grant Budget Preparation Procedure ......................................................................................... 4
Revision History .......................................................................................................................... 5
Grant Budget Preparation Policy and Procedure

**Policy:** The Grant Budget Preparation must ensure the proposal package submitted to the sponsor contains an accurate projection of anticipated funds.

**Purpose:** The Grant Budget Preparation policy and procedure is intended:

- To ensure an accurate projection of anticipated funds is submitted with proposal
- To ensure the budget reflects the scope of work for submitted proposal

**Scope:** Finance
Grant Budget Preparation Procedure

1. An e-mail from the PI will be sent to the Grant contact in Finance requesting assistance in preparing a budget for a grant proposal. With this, a copy of the website for the proposal is needed so any exclusion the sponsor may limit can be viewed. An example may be a maximum of $300,000 direct costs per budget year or no salary, etc.

2. Work closely with the PI to determine any anticipated expenses they believe will be needed for the budget. The Grant contact in Finance will be able to assist with the preparation of the budget. The PI is responsible for ensuring completeness of expenses.

3. To get salary information for faculty:
   - CONfinance Drive
   - Faculty Info
   - Faculty by Rank 2011 (or the current budget year)
   - Look up the faculty and use corresponding salary

4. To get salary information for staff:
   - Log into PeopleSoft - HR
   - Department Self Service
   - ePAF Home Page
   - View Employee History
   - Enter Employee Last Name and search
   - Obtain salary information for the appropriate staff.

5. Verify calculation of effort (effort % provided by PI)

6. If the budget is for multiple years, create a tab for each year and a final tab for all cumulative years. Formulate each cell so that if one is changed it will change the amounts on every sheet.

7. Link to F&A rates:

8. **Note** - Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000.

9. If there is a request for a reduced F&A rate that differs from above, then a special form is needed for approval. Make sure this form is sent over for approval at the start of the process, not at the end. Exception to Indirect Cost Rate Policy Form - [http://www.ou.edu/content/dam/OUHSCResearch/Images_Documents/PDFs/IDC%20Exception%20Form%202014.pdf](http://www.ou.edu/content/dam/OUHSCResearch/Images_Documents/PDFs/IDC%20Exception%20Form%202014.pdf)
10. Link to Fringe benefit rates:
   http://www.ouhsc.edu/financialservices/GC/fringe_benefit_rates.asp

11. Verify mathematical accuracy for all expenses. When you have completed reviewing the proposed budget, send it to the PI for comments/corrections. You may go back and forth several times until the final version is completed.

**Revision History**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Jennifer Jones</td>
<td>Assistant Dean for Financial Affairs</td>
</tr>
<tr>
<td>2.0</td>
<td>4/8/2014</td>
<td>Revised steps to current process and removed chart. Updated logo 10/13/2015</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Financial Affairs</td>
</tr>
</tbody>
</table>