



Helpful Hints

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Budget Preparation

The development of a budget is key to preparing a proposal, receiving funding and implementing a successful project. The accuracy of the budget you develop will affect the project in numerous ways. You must have sufficient funding to complete the project. Reviewers may reject a proposal with an unrealistic budget, especially if they are an expert in the subject matter and know the costs of the project. Placing costs in correct UNO categories is necessary to correctly apply fringe and indirect; this will also reduce your need for budget adjustments later.

Budget Components

Direct costs are those specifically identified as benefiting the project and may include items such as salary and field travel.

Indirect costs are generally shared among several projects and cannot be easily allocated to a particular project. UNO has a federally negotiated indirect cost rate which is applied to sponsored research and recoups university costs for managing grants and contracts.

Cost sharing/matching are project costs not paid by the sponsor. Voluntary cost share is not required by the sponsor and is usually not approved by UNO. Mandatory cost share is required by the sponsor in order to apply for the grant or contract. These expenses must occur during the same time as the award and be spent concurrently.

A budget justification is a written explanation for each budget item. A budget justification may include the number of months an individual's salary is being charged to the award.

Budget Template

The Office of Research has three budget templates available for use based on the number of years of the project: one year, up to three years and up to five years. The three and five year templates include a summary budget spreadsheet. The budget template has tabs for tuition projections, to calculate salary rates, and to calculate the amounts to include in the two subcontract budget categories. Using the template will also assist you in using the most current rates and in correctly calculating the fringe and indirect for your budget. Budget templates are embedded in the electronic routing form and are available on the ORSP website under Proposal Development.

Final Points

Always follow the sponsor guidelines. Stay within any budget restrictions such as salary cap, overall dollar amount and use the proper format if the sponsor has their own forms. Make sure your numbers add up and correspond to the proposal narrative and budget justification.

Submit a budget to the Office of Research for review as soon as possible. Visit our webpage for a more thorough explanation of budget preparation.

*Thank you,
Carol Lunn, Executive Director*