

# IH RTP

## INTEGRATED HEALTH RESEARCH TRAINING PARTNERSHIP

Creating a Research Budget

Carla Ross

Medical Research Development Office

# Objectives

Learn how to construct and format a budget

How to use it once you get it

# What is a budget?

- Budgets are cost projections
- They are also a window into how projects will be implemented and managed
- Well-planned and justified budgets reflect carefully thought out projects

# Mechanics of Budget Preparation

- Find out total available from granting agency
- Figure out what will work within the maximum
  - 1 Technician/Coordinator (\$35-40K + fringe)
  - 1 Grad Student (\$20K)
  - Lab supplies (\$15K x 3 = \$45K)
  - Animals? (variable)
  - Travel (\$2500)
  - Publication costs?
  - Meeting costs?

Total is already \$114K without animal costs, services, additional personnel...

# Other Considerations

- Read and follow the guidelines and formats
- Yearly inflation (is it allowed)?
- Itemize non-recurring costs (put in the right year, not every year)
- Is it cheaper for a core facility to do analysis or do it yourself?
- Any restrictions on salary? (min/max allowed)

## Project vs. Budget

- **Know the budget capacity of the agency and construct the research program accordingly**
- **Always propose the highest quality research - may have to adjust program depending on available resources**

## What's a reasonable financial request?

- **You'll never get more than you request**
- **Always ask for what you need (with justification)**
- **Check recent funding results**
- **Look at others at your stage of career**

# Components of a Budget

- Salaries and fringe benefits
- Supplies and Expendables
- Equipment (may/may not be allowed)
- Participant costs
- Travel
- Knowledge Translation

# Salaries

- How much effort and expertise is required to accomplish your specific objectives
  - Number of people, variety of expertise and their level of effort involved
  - Will your needs change over the life of the grant?
    - Postdoctoral Fellows
    - Graduate Students
    - Technicians
    - Undergraduates
    - Research Associate
    - Research Coordinator

# Research Personnel

- **Starting out – research technicians often more productive than trainees**
- **BUT – trainees often a major goal of agency**
- **Justify skills and role related to proposed research**
- **Some salaries determined by institution not funding agency**

# Equipment

- Do you need equipment for the project?
  - Does your equipment require special installation or renovation?
  - Is it readily available elsewhere in the building/campus?

# Travel

- Do you need travel expenses to conduct your project, disseminate research progress and results, or network and stay current in the field?
  - Domestic or international travel (be specific)
  - Conference registration fees
    - Most agencies defer to University policies

# Supplies and Expendables

- What kinds of supplies/consumables are required for your project?
  - Test tubes (general lab supplies)
  - Gases
  - Chemicals/reagents
  - Radioactive reagents (approval)
  - Animals and per diem
  - Instrumentation
  - Office supplies\*

# Other Expenses

- What other kinds of expenses might be incurred for your project?
  - Consultant costs
  - Transcription/translation services
  - Equipment service agreements
  - Participant costs
  - Specialty software; software license fees
  - Publication/copying costs
  - Communication expense if essential for the project
  - Services (Mass spec... cost/sample)

## Budget Justification:

Postdoc fellow	\$ 60,000
Lab Technician	\$ 45,000
Animals:	\$ 65,000
Typical Lab Supplies	\$ 15,000
Laptop Computer	\$ 3,000
Group meetings (6/year)	<u>\$ 2,000</u>
Total/year	\$190,000
x 3 years	\$570,000

# Take Home Messages

- Read the guidelines
- Ask for advice
- Don't leave budget to the last minute
- Give sufficient details
- Do your homework – start early
- **Internal Peer Review**

# Your Research Support Team

Yasmin Ali, IWK Health Centre

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# Contact

- Carla Ross, Director of Research Development (FoM) ([carla.ross@dal.ca](mailto:carla.ross@dal.ca)) – 494-1887
  - Responsible for:
    - Mentoring
    - Peer Review
    - Project Management
    - Budget Analysis

# IHRT INTEGRATED HEALTH RESEARCH TRAINING PARTNERSHIP

## Grant Budgets

Carla Ross, Medical Research Development Officer

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# Objectives for today:

Learn how to construct and format a budget

Read and follow the guidelines and formats



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# What is a budget?

- Budgets are cost projections
- They are also a window into how projects will be implemented and managed
- Well-planned budgets reflect carefully thought out projects

# Mechanics of Preparing a Budget

- Find out total available from granting agency
- Figure out what will work within the maximum
  - ▶ 1 Technician/Coordinator (\$35-40K + fringe)
  - ▶ 1 Grad Student (\$20K)
  - ▶ Lab supplies (\$15K x 3 = \$45K)
  - ▶ Animals? (variable)
  - ▶ Travel (\$2500)
  - ▶ Publication costs?
  - ▶ Meeting costs?

Total is already \$72K without animal costs, services, additional personnel...

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# Other Considerations/common mistakes

- Yearly inflation (is it allowed)?
- HST/GST
- Itemize non-recurring costs (put in the right year, not every year)
- Is it cheaper for a core facility to do analysis or do it yourself?
- Any restrictions on salary? (min/max allowed)

# What comes first?

- What comes first – project or budget?



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# Project vs. Budget

**Know the budget capacity of the agency and construct the research program accordingly**

**Always propose the highest quality research -  
may have to adjust program depending on  
available resources**

# What's a reasonable financial request?

**You'll never get more than you request**

**Always ask for what you need (with justification)**

**Check recent funding results**

**Look at others at your stage of career**

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# Components of a Budget

- Salaries and fringe benefits
- Materials, Supplies and Expendables
- Equipment (may not be allowed)
- Participant costs
- Travel
- Knowledge Translation

# Research Personnel

- **Starting out – research technicians often more beneficial than trainees**
- **BUT – trainees often a major goal of agency (NSERC)**
- **Justify skills and role related to proposed research (named or ‘to be hired’)**
- **Some salaries determined by institution not funding agency**

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# Salaries/Fringe Benefits

- How much effort and expertise is required to accomplish your specific objectives
  - ▶ Number of people, variety of expertise and their level of effort involved
  - ▶ Will your needs change over the life of the grant?
    - Postdoctoral Fellows
    - Graduate Students
    - Technicians
    - Undergraduates
    - Research Associate
    - Research Coordinator

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# Materials/Supplies and Services

Expenses must be **ESSENTIAL** to the research supported by the application

What kinds of supplies/consumables are required for your project?

Test tubes (general lab supplies)

Gases

Chemicals/reagents

Radioactive reagents (approval)

Animals and per diem

Instrumentation

Office supplies\*

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# Equipment

- Do you need equipment for the project?
  - ▶ Does your equipment require special installation or renovation?
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# Travel

- Do you need to travel to conduct your project, disseminate research progress and results, or network and stay current in the field?
  - ▶ Domestic or international travel (be specific)
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# Typical ineligible expenses may include:

- ▶ Office accessories such as:
  - ▶ Paper clips
  - ▶ Filing cabinets
  - ▶ Pens
  - ▶ Writing pads
  - ▶ Ring binders
  - ▶ Paper
  - ▶ Phone lines
  - ▶ ... etc

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# Other Expenses

- What other kinds of expenses might be incurred for your project?
  - ▶ Consultant costs
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  - ▶ Communication expense if essential for the project
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## Details of Financial Assistance Requested

### On additional pages:

1. Provide full justification of all budget items relative to the proposed research.

If you include a need for research personnel and trainees, state their roles and explain why you require the level (in terms of qualifications and salary) that you are requesting.

Itemize the expendables and services; for example, number and cost of animals, nature and amounts of reagents, numbers of subjects, or number and cost of printing survey instruments. For travel requests, indicate the purpose of the trip(s), the people that will be traveling, and their destination(s).

2. For maintenance and / or equipment items included in this operating budget, itemize your maintenance / equipment items and indicate:

- a) the availability and status of similar equipment;
- b) the anticipated extent of utilization;
- c) reasons for choice of specific type, model or service contract, in relation to alternatives;
- d) where applicable, the necessity for upgrading existing equipment or service contract.

3. If you are requesting or hold start-up funds to equip a new laboratory, please detail any funds you have received or have applied for from other sources for this purpose (e.g. institutional sources) and how you intend to use these funds.

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# Your Research Support Team

Yasmin Ali, IWK Health Centre

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# Sources

“Preparing and managing your first Lab budget: Finance 101 for New Investigator” -  
(Megan T. Brown, Oct 22/99 Science NEXT WAVE)

Preparing a Realistic Budget (Susan K. Fried, Univ of Maryland School of Medicine)

University of Buffalo - <http://www.research.buffalo.edu/sps/about/guide/chapter5.cfm>

University of Illinois – Chicago

([http://tigger.uic.edu/depts/ovcr/research/funding/workshops\\_training/all\\_about\\_budgets/](http://tigger.uic.edu/depts/ovcr/research/funding/workshops_training/all_about_budgets/))

The Art of Grantsmanship – Jacob Kraicer

Office of Research Administration – University of Virginia

(<http://artsandsciences.virginia.edu/grants/budget/index.html>)

Creating and Managing your research budget – David Wilson, Megan Levings, UBC  
(Feb 27/09)

([http://med.ubc.ca/research/st\\_postdocs/Professional\\_Development\\_Series.htm](http://med.ubc.ca/research/st_postdocs/Professional_Development_Series.htm))