

## Budget Development

To complete a budget, please prepare a detailed description of your project or program's needs. This description should be in the form of a draft budget narrative/justification. The more specific and complete the justification, the less likely the sponsor is to cut your budget prior to issuing an award.

Your description/justification should contain the following information:

- List of personnel - Describe the role each will serve.
  - For each salaried staff or faculty member, specify the percentage of effort to be devoted to the project for each year. (We will determine the costs and apply the appropriate fringe benefit rates.)
  - For students and waged employees, specify the hourly rate and number of hours per year. Consultants should be listed separately (see below). The rates listed for student and waged employees should be consistent with standard university pay. For example, if your department generally pays students \$10-\$15/hr, you can't request \$20/hr because a government agency will be funding the project.
  - Bullet point information is fine. We'll formalize the narrative for you.
- Supply costs - Itemize costs or group by category. (The latter is sufficient.)
- Travel costs – For each trip, specify the purpose, destination, number of travelers, number of days of travel, and approximate time of travel (as this will affect the rates) . If the funding is to attend a conference and you are not sure which one you will attend, choose an exemplary conference, and specify that you will attend a conference such as that one.
- Equipment costs – Include the full product name, current price quote, date of quote, vendor name and location (city, state). Please note that items or systems do not qualify as equipment unless they are durable and valued at \$5,000 as per Ochsner's Capital Asset Acquisition policy.
- Consultant costs - Include full name (or the type of professional), professional title, hourly rate, number of hours expected, and type of work/services to be performed/provided.
- Subrecipient costs - Identify each partnering institution, briefly describe the role/scope of work for each, and list the direct and indirect costs to be charged by each.
- Cost share (usually not required or recommended for federal applications)- Specify all costs to be borne and committed by Ochsner; include the above-discussed level of detail and indicate how these expenses will be covered. For the latter, an account number should be provided for all cash expenditures, such as supply purchases. For any costs to be borne by Ochsner including in-kind contributions such as salary coverage and fringe benefit subsidies, we will secure a statement from your supervisor confirming that these costs have been pre-approved. Also include documentation of any third-party contributions that are being committed as cost shares on the Ochsner application.

After receiving this information, the grants office will be able to develop a draft budget for your review. Indirect costs, also referred to as F&A costs or overhead, will be included at the maximum amount allowable by the sponsor. If any cost sharing is involved, include these in the justification.