Grant Group Meeting

## Welcome

**Purpose of meeting:**

Share, network, learn, and offer suggestions for improvement

**Future meetings:**

Mid-December 2013 – after finals before the holidays

March 2014

Introductions

A Report on Reports

Effort

Discoverer – Assignment Labor Distribution – when to do a new PAF

## Topic of discussion: Budgeting and Budgets

**Key points of the presentation:**

Budgeting Basics

Budget templates and different kinds of budgets

Reports and Reconciling

What happens when changes need to be made to a budget?

Budgeting resources

## Sharing

Anything going on in your work world we should know about?

Open discussion

Ideas for future meeting topics

Suggestions for changes in how we do business

Something you want to get out in the open/discuss with your colleagues?

## Closing

Thank you for attending! The presentation will be posted to RSP website: <http://www.uni.edu/rsp/training-opportunities-resources-and-events>.

**Budgets and Budgeting Guideline**

**October 28, 2013**

Terms to know:

**Budgeting Basics**

Major line items in most budgets include the following:

salaries, fringe, travel, equipment, materials and supplies, contractual, construction, participant costs, other/other direct costs and F&A. (see handout)

**Budget templates and different kinds of budgets: see http://www.uni.edu/rsp/budget-development**

Internal/RSP budget: may be different from what is submitted; usually more detailed

Budget justification: required for internal purposes and often required with proposal submission. The justification is a narrative that explains the budget. This component is important because it helps clarify how certain expenses were calculated and provides a justification for why the expense is on the budget. This is especially important when there is an unusual expense on the budget.

Proposal budget: This is the budget that is submitted with the proposal. It may be the same budget as the internal budget or it might be in a different format based on proposal requirements. Most proposals are submitted electronically.

Contract Budget: The contract budget becomes the official budget. It may be different than the proposed budget.

NSPA: Line item budget with object codes; if you need object codes call Michele at 3-6418

GCAFS: monthly report that shows your budget and expenses for life of grant; On-line reports do not include budget information

Invoice: not really a budget; however we invoice according to the budget line items

**Reconciliation:** Most PI/PDs do not have access to on-line reports.

**Re-budget:** Certain changes need approval, such as re-budgeting participant costs or F&A. See contract for details, call RSP 3-4321 (Lori) or 3-6418 (Michele)

**Budgeting resources**: RSP website, RSP staff, project contract, A-21, NSPA, program guidelines.

**Bottom line**Support staff *supports* project directors/principal investigators, who are ultimately held accountable for proper grant management.