

Common Budget Items

Item	Explanation	Cost computation
Principal investigator, Program manager	Project oversight, takes lead in grant preparation, person in charge of project	Figure appointment as percent time (plus fringe benefits); institutional pay rates may apply
Professional staff: Coordinator, Director, Manager, Statistical Consultant	Some project oversight, decision-making responsibility, staff supervision	Figure appointment as percent time (plus fringe benefits); institutional pay rates may apply
Professional Staff: Specialist, Administrative Assistant, Technical Support	Ongoing positions essential to the successful completion of the project; specific duties	Figure appointment as percent time (plus fringe benefits); institutional pay rates may apply
Consultants	Defined area of expertise and narrow scope of project involvement	Specify total amount to be paid
Students, interviewers, transcription, data entry, etc.	Support activities, educational component, periodic or time bound duties	Figure appointment in hours/week with corresponding pay rate; institutional pay rates may apply
Computers, printers, etc.	Standard office equipment needed for the project	Itemize and price according to current market rates and distribution sources
VCR/DVD/LCD & monitors, laboratory or clinic equipment, etc.	Equipment necessary for the successful completion of the project	Itemize and price according to current market rates and distribution sources
Duplication, printing	Materials for distribution (e.g., educational materials, advertisements); generally relatively large quantities	Itemize and estimate expenses; these expenses can also be included with supplies in many instances
Supplies	Consumables such as paper, computer disks, notebooks, postage, refreshments	Itemize and estimate expenses, although these are often listed as a set of average monthly charges
Travel	To conferences, to collect data, for meetings or program participation	Itemize these costs in terms of travel expense, lodging, per diem, ground transportation, etc.

Item	Explanation	Cost computation
Mileage	For project-related travel for staff and/or participants	Figure for total miles to be traveled (based on average trip distance and an institutional rate) or standard reimbursement scheme (e.g., bus pass)
Office space, telecommunications, consortium fees (“infrastructure”)	For space and other “infrastructure” required by the project	Itemize charges, often listed as a set of average monthly charges
Other Expenses: Participant costs	Compensation and/or incentives for participation in the program or research; could include actually monetary payment or other forms of compensation	Specify amount per person, per occasion of contact and multiply by total number of participants (e.g. \$20/survey X 3 surveys X 100 people). Can also figure as average cost per person.
Other Expenses: e.g., Tuition costs	Figure per credit hour or in other standard increment	Itemize and explain the connection to the proposed project
Indirect Costs	Usually figured as a percentage of requested expenses. Institutions vary on their rates and what expenses they are charged	Based on institutional rules; many granting agencies will not pay for indirect costs
Increases for inflation in subsequent years	For multiple year projects with recurring costs	Generally a flat rate (3-4%) that is applied to all recurring costs

Note. Some expenses will not recur throughout the project period and some new expenses may be added in at different points during the project period. Thus, expenses may vary year by year. Rather than listing highly discrepant budget amounts across different years of the project period, can figure totals for categories of expenses during the project period and use average yearly expenses (total expense in a category/number of years in project) in the first year detailed budget.

TOTAL COSTS = Direct costs + Indirect costs