

NDSU NORTH DAKOTA
STATE UNIVERSITY

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Developing Proposal Budgets and Budget Justifications

Sponsored Programs Administration
(SPA)

August 18, 2021

Budgets

- There are many different budgets. Please submit to SPA the sponsor required budget form.
- SPA's website has budget templates with automatic calculators if there is not a sponsored required budget form.

Budget Justification

A budget justification is a written explanation that relates the budget to the scope of work. The justification should indicate *why* the requested funds are necessary for the project and *how* the amounts were determined.

- Explain how costs were estimated and why each cost is essential
- Justify any unusual items
- Follow the order of the detailed budget page
- Ensure dollar amounts tie back to budget

Budget Classifications

Overview of SPA Budget Review

- *Personnel*
- *Fringe Benefits*
- *Equipment*
- *Travel*
- *Participant Support Costs*
- *Tuition*
- *Materials and Supplies*

- *Publication Costs*
- *Subawards*
- *Equipment or Facility Rentals*
- *Consulting Services*
- *Operating Fees*
- *Professional Fees*
- *Subject Incentive Payments*
- *F&A/Indirect Costs*
- *Cost Share*

Proposal Review

- *Sponsor Guidelines*
 - *Review for specifics such as cost-share, F&A limitations, formatting, forms*
- *Compliance Check*
 - *Significant Financial Interest (SFI)*
 - *Conflict of Interest (COI)*
- *NDSU and Federal Policies*

SPA Website

- Funding Opportunities
- Forms: Novelution user page, Budgets, Budget justifications
- Institutional Information: DUNS #, EIN, Fringe Benefit Estimate, F&A Rate Agreement, State Audit...

Sponsored Programs Contacts

Val Kettner *Associate Vice President* val.kettner@ndsu.edu

Amy Scott *Assistant Director* amy.scott@ndsu.edu

Dionna Martel *Proposal and Award Officer* dionna.martel@ndsu.edu

Cindy Elson *Budget and Program Officer* cindy.smelsereleson@ndsu.edu

Vicki Miller *Budget and Program Officer* victoria.miller@ndsu.edu

Shelly Sandstrom *Program Assistant* shelly.sandstrom@ndsu.edu

Christy Gallagher-Lien, *Research Informatics Analyst* christy.gallagher-lein@ndsu.edu

ndsu.research@ndsu.edu

231-8045