



FLORIDA STATE
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Building a Better Budget (BaBB) for NIH submissions

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Overview

The purpose of this presentation is to offer practical suggestions to our colleagues in the Florida State University (FSU) College of Nursing on creating or refining NIH grant budgets.



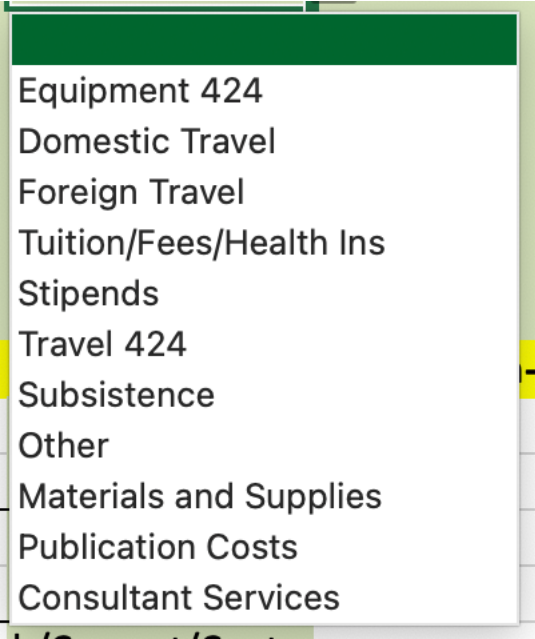
Budget 101

- Step 1: ALWAYS read the NOFO (e.g., RFA, PAR, PA, etc.) for budget limits
- Modular vs. Itemized Budgets.
- Study section reviewers will be asked about the budget appropriateness but may not to review in detail.
- Reviewers do tend to spend time evaluating the Budget Justification.
- You can budget up to \$1 under the budgetary cap without approval.
- Budgets are often cut up to 20%.
- After award, while you can re-budget, you can only do so up to 24.99%. Sponsor approval is needed for 25% or more of a re-budget
- FSU is particular about contracting, and so if you plan to use a specific company, list them by name in your Budget Justification.



Budget 101

- SF424
- Broad budgetary buckets:
 - People: PI/MPI, Co-I, Consultants, staff, and students
 - Study Activities: Incentives, supplies, equipment, community engagement, DSMB, data management, translation, transcription, publication fees, dissemination, etc.
 - Travel: Study activities and conferences

A screenshot of a budget list with a green header bar. The list includes: Equipment 424, Domestic Travel, Foreign Travel, Tuition/Fees/Health Ins, Stipends, Travel 424, Subsistence, Other, Materials and Supplies, Publication Costs, and Consultant Services. The "Travel 424" item is highlighted with a yellow background.

Equipment 424
Domestic Travel
Foreign Travel
Tuition/Fees/Health Ins
Stipends
Travel 424
Subsistence
Other
Materials and Supplies
Publication Costs
Consultant Services



People: Key Personnel

- Key personnel are individuals who submit a biosketch to be included in the proposal.
 - Key personnel are necessary to complete the proposed work. They contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition.
 - They are allocated by % effort w/ fringe costs.
 - Efforts can vary year to year.
 - Key personnel salaries are capped by NIH.
 - Staff, unless contributing to the science, should not be included as key personnel.



People: Key Personnel

- Often seen levels of annual effort:
 - PI / MPI
 - R21, R34, or other pilot mechanism: 7-20%
 - R01, or other full-scale trial: 10-36%
 - K01, K23, or other career development award: 75-90%
 - Co-Investigators
 - R21, R34, or other pilot mechanism: 3-8%
 - R01, or other full-scale trial: 5-15%



People: Consultants, Staff, and Trainees

- Recommendations for levels of effort or funding:
 - Consultants:
 - Experts often are given annual \$\$ amounts between \$2,500 to \$25,000
 - Can include Community Advisory Board members
 - May be included as Key Personnel
 - Staff
 - Program or Clinical Coordinator: 20% to 100%
 - Data Manager: 10-20%
 - Not included as Key Personnel (no biosketch)
 - Trainees
 - Not the most cost-effective option, due to need to include tuition costs.
 - Not included as Key Personnel (no biosketch)



Team Established

Once you have your team established, please contact the Office of Research and Scholarship with the NOFO and the personnel list w/ efforts and estimated costs. This enables the team to setup your proposal in RAMP, know how many sub-awards will be needed, and if there are foreign components to your science.



Study Activities: Incentives

Site Incentives = \$\$ given to an agency or clinic that is your partner; funds may be used to support recruitment and study activities.

Participant Incentives: How much are you giving participants for their time and feedback? Suggestions per data collection:

- Survey Data Collection: \$20 to \$50
- Less Invasive Biomarker: \$50 to \$100
- Foreign Survey Data Collection: \$8 to \$12**



Study Activities: Incentives

Example: Pilot study w/ 60 participants. Collecting survey and biomarker data at baseline (\$100), post-intervention survey (\$35), 3-months post-intervention w/ biomarker (\$100), and 6- 3-months post-intervention survey (\$35). Per participant cost is \$270, so for 60 participants, budget \$16,200 in incentives.

Of note: if you plan to use an incentive processing intermediary, then need to budget the processing fee. Since, College staff should not be processing specific study incentives, staff time needs to be allocated to manage participant incentives.



Supplies and Equipment

Computers and technology that cost under \$5,000 per item should be listed under supplies, not equipment.

Supplies: materials and services needed to complete the study, including paper, pens, printing, software, iPads or tablets, laptops, etc.

Equipment: Items that cost \$5,000 or more for each item that are needed for the study, such as medical equipment that will be used for measurement and monitoring.



Qualitative Costs

If you plan to conduct focus groups or interviews, consider including the following costs:

- Transcription
- Translation, if necessary
- Qualitative consultation or support for coding and analyses
- Audio recorders



Dissemination: Publication Fees

To publish open access, consider including publication fees:

- In year 1, allocate funds for your protocol paper.
- In the last two years, allocated funds for 1-2 papers per year.
- Recommend budgeting \$2,500 to \$3,000 per publication.



Dissemination: Travel

While most investigators know to budget travel to their sites, if they're located statewide (e.g., mileage), many do not include conference travel for dissemination.

- Conferences can be domestic and / or international, as long as the NOFO does not restrict funds for foreign travel.



Special Circumstances / Comments

- Career Development Awards: Tuition and training costs
- 0% Key Personnel
- Supplement budget w/ discretionary funds
- Budget and Budget Justification must match
- When your NOA (aka NGA) arrives, you'll be held to the levels of effort listed, even though your salary may have increased...
- FSU's Indirect Recovery Rate is 54%; this goes to the institution and is used to support infrastructure among other costs.
- Ideally, budgets should be complete and submitted to the Office of Research 3 weeks prior to routing to SRA.



Scenarios

- After I included everything, I'm over budget. What do I do?
- I have a collaborator who is insisting that he should get 15% as Co-Investigator on a pilot. Should I give it to him?
- I want to make sure that I have full summer salary; how much should I budget myself for?
- I hate writing budgets. Can the Office of Research just put something together for me?
- Should I accept a Co-Investigator role for 2%?
- My Co-Investigator wants to add travel on her budget instead of keeping all travel on the FSU prime budget. What should I do?



Resources

- Office of Research and Scholarship
 - ORSgrants@nursing.fsu.edu
- NIH Budget Building Blocks
 - <https://www.youtube.com/watch?v=minlpd4Dncl>
- NIH Webinar on Sub-Awards
 - <https://www.youtube.com/watch?v=OiM3Teq7BDc>
- NINDS Guidance on Budgets
 - <https://www.ninds.nih.gov/funding/preparing-your-application/preparing-budget/creating-budget>



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