BIG Budget Guidelines

The following is an outline of budget guidelines by line item. The provided Excel budget template should be used to submit all budgets. Explanation is required for each line item below where funding is requested and should be documented in the Budget Justification Narrative section of the proposal.

Salaries and Wages

List individually all dedicated project personnel (names and abbreviated titles). Also provide the total estimated percentage of time dedicated to the project (For example: “John Smith, Asst. Prof., 40% Time.”). Note that proposed budgets must include some effort for the principal investigator though they may be cost shared (i.e., the effort can be included in the budget at a cost of $0). Grant funds may not be used to augment the rate of salary of faculty members during the period covered by the term of faculty appointment.

Project Related Activities

Please detail research-related expenses, such as materials, participant fees, data analysis, etc.

Travel for Project Activities

Address the type and extent of travel and its relation to the project. Itemize by event and cost. Please separately line item lodging for travel. Fare allowances are limited to round trip, jet-economy rates. Include out-of-pocket food and beverage expenses that would be incurred as part of the travel.

Lodging for Project Activities

Address the type and extent of lodging required for project travel and its relation to the project. Itemize by event and cost.

Subawards

The total costs of all subawards to be made as part of this project. Note that Faculty members are welcome to colaborate with colleagues from other universities. The majority of grant funds should be used for research activities at the University of Chicago.

Project Expense Total

The total costs of personnel and activity expenses associated with the proposed project.

Note on Indirect Costs

Indirect costs/overhead (also known as Facilities and Administrative Costs (F&A)) are any costs that are not directly allocable to the supported activity and usually apply to administrative expenses incurred by the affiliated institution’s research administration. These funds are being distributed internally at the University of Chicago and no indirect costs should be included in the budget.