

## **Step 1.3: Budget Preparation**

**Purpose:** To prepare a budget that meets the scope/needs of the project while also adhering to agency guidelines and all other university regulations.

**Parties Involved:** Research Administrator, C&G Specialist III, Principal Investigator/Researcher, Subcontractors (if applicable), Chairs and Deans.

## **Steps in the Process:**

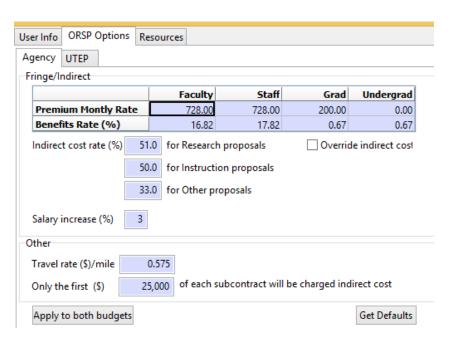
- Gather basic budgetary information to include:
  - o Title
  - o Due date
  - o Funding agency (mark if flowdown)
  - Link to proposal guidelines
  - o Principal Investigator
  - Submit thru department
  - o Period of performance
  - Subject to IRB/IACUC
  - o Could lead to a patent/invention
  - Verify and select F&A rate
  - Proposal type (Research, Instruction, Other)
  - CFDA # (If the source of funds are Federal but no CFDA # is provided, insert the first two digits of the prime agency as identified on <a href="https://www.cfda.gov">www.cfda.gov</a>. For example, DOD is 12.000.)
- Detail budgetary needs:
  - o Personnel (Faculty, Staff, Students); if co-PIs, request the percent of participation credit
  - Equipment (must be over \$5,000 per unit)
  - o Travel (domestic, mileage, foreign [if agency allowed])
  - Participant Support (Tuition/Stipends/Travel)
  - Other Direct Costs as included in budget tool
  - Subcontracts (See Step 1.4 Subcontract Pre-Award)
- Insert 50 to 100 words abstract for the lay audience as provided by PI.
- Generate electronic transmittal document for review and authorization by the PI, Chair, and Dean at least 5 days before submission. Transmittal approvals can be viewed at: Research.utep.edu/Transmittal

**Summary Description:** To summarize the estimated financial needs of the project.



### Basic information Project title → ORSP Number Proposal due date 2/11/2015 ▼ Proposal type ▼ New agency) Proposal Guidelines (link) Agency Flow through Flow-Down (New agency) Submit thru (NONE) Agency) PI Name Participation (%) No. Years 6 ▼ 6y: 0m: 0d From 2/11/2015 ▼ To 2/10/2021 Agency UTEP Shift+Alt+C to copy the current budget tab to the clipboard Personnel Travel Participant Support Equipment Consultant Subcontract Other Direct Transmittal Info Abstract Due date 2/11/2015 CFDA Title Type of proposal: Research Instruction THECB R&D fields and THECB Special interest NSF S&E Fields NSE Non S&E fields Do you anticipate any contractual terms, conditions, and restrictions? Types of restrictions include but are not limited to: ITAR, EAR, OFAC and certain classifications Cost-Sharing Type Are there cost-sharing commitments or long-range financial commitments? Is this a multidisciplinary proposal? Does this proposal involve international collaborations, subawards, travel, student/faculty exchange? Does this proposal require additional space? Renovation/upgrades of current space? Do current facilities (infrastructure, equipment, power supplies, security doors/locks/storage) support project activities? Will a portion of the project be subcontracted? (If yes, complete subcontract proposal must be attached in accordance with OMB Circular A-133.) Could this research lead to a patentable invention? Radioactive Materials or Radiation Devices? Approval attached Approval pending Recombinant DNA? Humans as research subjects? Approval attached Approval pending Approval attached Animals as research subjects? Approval pending





## Abstract page

