Proposal Budget Creation Process Overview

Understand Proposal Budget Creation Basics

- Recognize the phases of the proposal budget life cycle.
- Know the key definitions associated with a proposal budget.
- Identify the primary roles and responsibilities associated with proposal budget.
- Adhere to all regulations and policies that govern the proposal budget process.

Locate Funding and Initiate Communication

- PI/Department locates a potential funding source.
- Obtain the sponsor’s guidelines and application materials to begin establishing the project’s scope.
- Determine whether the PI and planned project meet eligibility requirements.
- Verify whether the funding opportunity is a sponsored project.
- Determine the sponsored project’s type (grant, contract, cooperative agreement).
- Determine the proposal’s purpose (e.g., research, instruction, clinical trial, public service).

Review Sponsor Guidelines and Continue Communication

- Refer to the sponsor’s application materials in depth. Identify the specific budget instructions, required forms, and the allowable/unallowable costs.
- Confirm the proposal’s deadline for submission to the sponsor.
- Establish deadlines for proposal review by the PI, department/dean, and SPA.
- Determine the method of proposal submission to the sponsor (e.g., US mail, Grants.gov).
- Verify those who are responsible for creating the proposal budget and confirm their assignments.
- Confirm the key elements needed for proposal budget creation:
  - Verify the dates of the project.
  - Verify the number of budget periods, and their associated dates.
  - Determine the proposal budget’s style or method (e.g., modular, standard).
  - Determine whether any special rates (e.g., inflationary) must be used.
  - Determine whether cost sharing is mandatory. If so, obtain the required approvals.
- Obtain a detailed list of anticipated costs for the project’s work scope.
Create the Proposal Budget

- Create a checklist that identifies all budget categories and other budgetary components required by the sponsor.
- Perform the required calculations to request the dollar amount needed for each budget category.
- Develop a detailed justification for each item listed in the proposal budget.

Submit the Proposal

- Department creates the mandatory Proposal Routing Form (PRF), which includes the required University approvals.
- Department submits the proposal to SPA.
- SPA reviews the proposal to ensure budget items are allowable and properly justified.
- If errors or discrepancies exist, SPA and the department work together to resolve them.
- SPA submits the proposal on behalf of the University.
- The sponsor reviews the proposal.
- If necessary, SPA works with the PI/Department to facilitate award negotiations with the sponsor.