

CLINICAL SCIENCES SAMPLE BUDGET

Personnel

Name, title, (% or months of effort), role on project.

Key personnel will need to be identified for effort reporting. (especially important for federal projects)

Materials & Supplies

Animal purchases

Lab Supplies, pharmaceuticals, glassware, reagents, disposables, plastic ware

Other Costs

Animal Per Diem

Equipment user fees or services (pathology tests, spectrophotometer run time, sequencing, serum chemistry, anesthesia costs, radiology, etc.)

Publication costs- approx # of pages, color

Equipment repair and maintenance costs

Client Incentive

Travel

Person traveling, destination, registration fees

Tuition

Subcontracts

A separate detailed budget, budget justification, scope of work and letter of commitment on the subcontractor's letterhead (signed by their Authorized Official) will be required from the sub.

Equipment

Equipment is defined as a single unit that exceeds \$5,000. (You will need to provide a detailed justification statement explaining why the equipment is necessary for completion of the project.)

Justification

The justification should explain the numbers in the budget. This is to ensure your costs are allowable, reasonable and in the proper budget categories. The Budget Justification is almost always an agency requirement. This is the place to explain the need for personnel effort, equipment purchases, travel, publications, etc...

*Note: An inflation factor of 4% will be used for multi-year budgets unless prohibited by the sponsor.