

BUDGET DEVELOPMENT FORM

Proposal Information

ODU PI Name: _____

Sponsor Name: _____

RFP / Solicitation or Website: _____

Sponsor Deadline: _____

***Required Conflict of Interest (COI) Disclosure must be active in the Research Portal before submission date ([instructions here](#)).**

Project Start Date: _____

Project End Date:

The ODU portion of the project will be: _____

(On or Off-campus is based on where more than 50% of ODU's work is being done)

Title of Project: _____

Labor

List all faculty who will be working on the project. Use percentage of effort, person-months, or dollar amount for budgeting. Please note if effort will be Academic (A), Summer (S), or Calendar (C) each project year.

Faculty Name & Role	Year 1	A/S/C	Year 2	A/S/C	Year 3	A/S/C	Year 4	A/S/C	Year 5	A/S/C
<i>(Ex. Dr. John Smith, PI)</i>	<i>(2 months)</i>	<i>(S)</i>	<i>(2 months)</i>	<i>(S)</i>	<i>(25%)</i>	<i>(A)</i>				

Graduate Research Assistants (GRAs)

*(GRA: minimum start salary for ODU is \$25K for Masters and \$33,333 for PhD)
 (GRA: minimum start salary for CoEng is \$26,667 for Masters and \$36,667 for PhD)
 (GRA: minimum start salary for CoS is \$30K for Masters and \$33,333 for PhD)*

How many?

Yearly Salary:

Tuition is included per ODU policy when allowable by sponsor and when average total direct costs per year >\$50k. Full-load GRAs receive 6 credits per academic semester and 3 per summer (Psychology 9/9/3). Tuition amounts are adjusted to match effort. <https://itsapps.odu.edu/calculator/>

Any additional notes (e.g., partial summer effort, etc.)?

Support Staff / Post-Docs / Research Scientists / Lab Managers / Hourly

Include any additional positions needed to accomplish the project. Use percent effort, person-months, or dollar amount for budgeting. *(Post Doc minimum is \$50k; other positions minimum is \$15 per hour; max 72.5% effort per casual employee)*

Name: % effort or # months or \$ amt:

Name: % effort or # months or \$ amt:

Name: % effort or # months or \$ amt:

Additional comments, further detail, additional employees:

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Other Direct Costs

Use the table below to plan what other expenses are needed to accomplish the project.

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Large Equipment <i>(item > \$5,000 each and > 1 useful year - Quote required)</i>					
Description:					
Materials & Supplies					
Description:					
Travel <i>(Domestic or Foreign?)</i> https://researchfoundation.odu.edu/travel/					
Description:					
Consultants					
Description and Role:					
Human Subject Expenses					
Description:					
Other Contractual Services / Vendors					
Description:					
Participant Support <i>(Generally for training - not for human subjects / clinical trials)</i>					
Description:					
Subcontracts <i>(break out per sub per year)</i>					
Description and Role:					
Other Expenses <i>(Publication expenses, animal costs, cost centers, etc.)</i>					
Description:					
Invoiceable Items <i>(Clinical Only)</i>					
Description:					
Patient Reimbursement <i>(Clinical Only)</i>					
Description:					

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Subcontractors / Consultants

If you will need any subcontractors or consultants for your project, please provide the following information. Your Pre-Award Administrator will need to contact them or their sponsored program office to obtain the documents required for the submission.

Need help deciding which you need to budget? Review these tips and discuss further with your assigned administrator:

Subrecipients/Subawards:

- Subrecipient PI takes a significant role in programmatic decision making and assists the ODU PI in achieving the project's goals and objectives.
- Subrecipient PI is subject to all compliance requirements from the prime award that are pertinent to the subrecipient (e.g., effort reporting on federal awards).

Consultants/Contractual Services:

- Provides routine goods and/or services to other customers or clients, and/or provides goods or services developed according to the specifications of the ODU PI.
- Provides personnel services that are primarily advisory in nature or provides ancillary services related to the sponsored project per the instructions of the ODU PI.

Company Name: Name/e-mail:

Company Name: Name/e-mail:

Company Name: Name/e-mail:

Cost Sharing / Matching

Does the RFP or solicitation require cost sharing? Yes No

What types of expenses would you like to budget to meet the cost share requirement? Remember to contact and communicate this with the source of the cost share. [ODU Matching Funds & Cost Sharing Information](#)

I've Filled the Form, Now What?

Send this form to preaward@odu.edu and a Pre-Award Administrator will be assigned to work with you to complete the proposal package and submission.

Review the [Internal Deadline Policy](#) [here](#). View Frequently Asked Questions [here](#).

Please mark if any of the below pertain to you or if you'd like additional information on any of these:

- New to sponsored programs at ODU
- Completing the Proposal Transmittal Form (ePTF): <https://researchfoundation.odu.edu/proposal-transmittal-system/>
- Help with the submission website
- Obtaining a User ID for the submission website
- Understanding indirect costs: <https://researchfoundation.odu.edu/guide-to-creating-budgets/>
- Grant writing services offered through the Office of Research: <https://fs25.formsite.com/researchdev/form70/index.html>

Please be aware of the ODU internal submission deadline. A complete proposal package consisting of draft versions of all documents and materials required by the funding agency must be received by ODURF by the first internal deadline listed in your preaward assignment. This includes a finalized budget and routed ePTF. This time will allow ODURF to process and review the proposal internally as well as check errors through the agency's electronic system, prepare for hard copy submission (if applicable), and give the needed flexibility during high volume time periods.

Additional information, comments, special requirements: