Research Administration 101
Proposal Submission Part 1
Budgeting
What to Do!

You receive an e-mail from faculty about a proposal!

Ask for guidelines/solicitation – These will give you the agency, key dates, other important information such as mandatory meetings, etc.

Ask for budget parameters: Cost Sharing, Faculty time, RAs, M&S, etc.

Ask for the title

Send e-mail to VBA-RA and DCG Administrator informing them that a proposal is coming, attach guidelines or link to guidelines.

Next step if you have the budget parameters you can begin the first part of the process for reviews and approvals.
Budgeting – What to keep in mind!

OMB Circular A-21 and 2 CFR (Omni Circular):
Principles for Determining Costs Applicable to Grants, Contract, and other Agreements with Educational Institutions

Describes the principles and practices that universities must follow regarding applicable costs:

- Allowable v. unallowable
  - Reasonable – Prudent person test
  - Allowable – Conform to sponsor policies and guidelines
  - Allocable – To the proposed project
  - Consistent – Treated consistently in like circumstances

- Direct v. F&A
Budgeting – What to keep in mind!

Principles underlying USC accounting systems

Stewardship of public funds

The better the budget at the proposal stage the easier post award becomes
Budgeting!

Prepare a budget:
Preferred format is what we are working on
Templates are on the VBA-RA website:
http://viterbi.usc.edu/intranet/vba/contracts_grants/

Once faculty approves the budget, submit for review and begin preparing any budget forms

Satellite budgets are required for any non-Viterbi co-PIs and/or Key Investigators

Effective March 15, 2011 satellite budgets are required within Viterbi for all Co-PIs

If there is cost sharing go to VBA-RA website to complete and submit cost sharing request
Cost Sharing

Any portion of the total costs of a project or program not borne by the sponsor

In-kind resources, such as the effort of USC personnel

Cash provided by the School or third party entity to support those costs necessary for the successful completion of the proposed project.

Example if the Dean provides $50,000 to assist with the purchase of a piece of equipment
How to Request Cost Sharing

On-line at:
http://viterbi.usc.edu/intranet/vba/contracts_grants/

Cost Sharing Policies available there for review.

Under Cost Sharing Click on “On-Line Request Form”.

Form is a two step process.

Fill out appropriate sections.
Including the upload budget and guidelines or insert website in comment section for guidelines and hit submit.
Homework

Will receive an email with basic budget parameters, similar to a faculty email.

Complete the budget using the website for assistance
http://viterbi.usc.edu/intranet/vba/contracts_grants/

Send the budget the afternoon before next training class for review and it will be the first item discussed.