

## Guidelines for Grant Submission Preparation

With the purpose of helping PIs and co-PIs prepare budgets for research and contract proposals, our school's Office of Sponsored Research Administration (OSRA) will enhance its pre-award services. New services include budget and budget justification preparation before they are sent to OSP. This should help expedite pre-award processing and solve potential OSP issues with budgets and budget justifications. The use of these new services is not mandatory but we strongly encourage their use. Some research centers already have trained personnel to prepare budgets and budget justifications and may not need these services. Still, it would be useful to have our OSRA verify them before they are submitted to OSP. The point of contact at OSRA is its director, Terri Mancini ([mancini@gmu.edu](mailto:mancini@gmu.edu), room168C of S&T II).

1. Please contact the OSRA and provide the following information for budget preparation purposes:
  - ❖ Sponsoring agency. If available, provide a link to the RFP/BAA or equivalent.
  - ❖ Information for budget preparation. A budget template can be found at [www.cs.gmu.edu/~menasce/ite/BudgetTemplate.xls](http://www.cs.gmu.edu/~menasce/ite/BudgetTemplate.xls) for a sample proposal with different budget categories. The comments on this spreadsheet explain how the various cells are computed. You can use the template to experiment with various budget scenarios for your proposal before you ask the OSRA to prepare a budget for you. The following budget information, shown in the budget template spreadsheet, has to be provide to the OSRA:
    - Name of PIs and co-PIs.
    - Percentage of effort from each PI and co-PI during the AY and summer.
    - Number and type (MS or PhD) of GRAs during the AY and summer. For summer, specify number of weekly hours. Specify if the GRAs will be in-state or out-of state. See the GTA/GRA salary matrix at [www.cs.gmu.edu/~menasce/ite/2006-2007GTAGRASalaryMatrix.pdf](http://www.cs.gmu.edu/~menasce/ite/2006-2007GTAGRASalaryMatrix.pdf).
    - Wages personnel required (hourly salary and number of hours per week)
    - Travel cost.
    - Equipment cost
    - Is a sub-contractor needed? How much will the subcontractor charge?
    - Publication costs (i.e., page charges)?
    - Technical publications (books, manuals, technical subscriptions) costs?
2. A budget justification template available at [www.cs.gmu.edu/~menasce/ite/BudgetJustification.doc](http://www.cs.gmu.edu/~menasce/ite/BudgetJustification.doc) can be tailored to your proposal. Please provide the OSRA with your budget justification for review.