



Proposal Budget Review Guide For Sponsored Projects

The role of Sponsored Projects Financial Management (SPFM) during proposal submission is to support the research community by providing guidance regarding budget and post-award compliance issues and to assist in budget development. For assistance with completing budget forms, including data entry or electronic submission modules, please contact your SPFM analyst.

SPFM is responsible for ensuring proposal budgets follow institutional policies and procedures, sponsor requirements, and federal regulations. In addition, SPFM reviews budgets for accuracy and completeness.

Purpose: This guide identifies the information and documents needed to process proposal budgets. The budget, budget justification, and a list of personnel are needed for SPFM to begin review. Other documents may be required.

Note: Sponsors may have different submission requirements and budget restrictions. Please refer to the funding announcement for requirements related to the specific opportunity being applied for.

Document Checklist

- [Budget](#)
- [Budget Justification](#)
- [Transmittal Form](#)
- [Cost Sharing Authorization Form](#) (if applicable)
- [F&A Waiver or Reduction Request Form](#) (if applicable)
- Subcontractor attachments (see [Subrecipient Commitment Form](#), if applicable)

Personnel

- Names, titles, and percent effort for all personnel.

Equipment

- Identify each item of equipment over \$2,500. Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year. Equipment items less than \$2,500 should be included under supplies or minor equipment.

Animal Care

- It is highly recommended that quotes be obtained from the Animal Care Facility (ext. 44316) to ensure all budgeted costs are accurate.

Other Costs

- Include any other expenses required to carry out the project.

Subcontracts (the following is required for **each** subcontractor)

- [Subrecipient Commitment Form](#).
- Budget and justification.
- Scope of work.
- Copy of F&A/fringe rate agreement, if applicable.

Facilities & Administrative Costs

- Refer to the [Budget Planning Rate Guide](#) for current rates. If requested rate is lower than institutional rate, submit a completed [F&A Waiver or Reduction Request Form](#).

Cost Sharing

- If cost sharing is requested, submit a completed Cost Sharing Authorization Form.

Budget **Justification** (refer to funding announcement for additional requirements).

- Provide written justification for all budget items listed.
- For personnel, list the percent effort and explain the roles and responsibilities of each individual.

Forms

- Transmittal form completed, which may be obtained [here](#).

Final Review and Approval

- [At least 10 business days before the submission deadline](#), submit documents and forms to [your SPFM Analyst](#). Once budget is approved, SPFM Analyst will initial the transmittal form.

For additional information and assistance, please contact SPFM at extension 44589