

BUDGET FORM INSTRUCTIONS

The Larry L. Hillblom Foundation (LLHF) recognizes that many applicants and their contract/grant offices will have familiarity with the NIH grant application forms and procedures, and the LLHF application forms are closely modeled on the NIH PHS 398 forms.

Each LLHF funding mechanism has specific budget restrictions and requirements. Where there are differences between the funding mechanism instructions and these Budget Form Instructions, the instructions for the funding mechanism take precedence.

The following instructions are applicable to all applications.

- Submit Budget Page 1 and Budget Page 2.
- Each LLHF funding mechanism has specific budget limitations. Review the specific instructions. Applications with budgets exceeding the specified maximums will not be considered.
- Budget Page 1 reflects the total costs requested for the *initial* (first 12 months) budget period.
- Budget Page 2 reflects the total costs for the *entire* project period. This form also is used to prepare the narrative budget justification.

DETAILED BUDGET FOR INITIAL BUDGET PERIOD (BUDGET PAGE 1)

Each item listed on Budget Page 1 must be clearly justified in the budget narrative. List only the direct costs requested in this application. Do not include any specific items that are treated by the applicant organization as Facilities and Administrative (F&A) costs according to a Federal rate negotiation agreement.

The following items pertain individually to the completion of Budget Page 1 (Detailed Budget for Initial Budget Period).

Personnel

Name. Starting with the principal investigator, list the names of all applicant organization employees who are involved on the project during the initial budget period, regardless of whether a salary is requested. Include all collaborating investigators, individuals in training, and support staff.

Role on Project. Identify the role of each individual listed on the project. Describe their specific functions in the budget narrative. Provide budget narrative for ALL personnel by position, role, and level of effort. This includes any “to-be-appointed” positions.

Type of Appointment/Months. List the number of months per year reflected in an individual’s contractual appointment to the applicant organization. Unless otherwise noted, LLHF staff assume that appointments at the applicant organization represent 12 months/100 percent time for each individual. If an appointment is less than full time, e.g., 50 percent time (i.e., 6 months), identify with an asterisk (*) and provide a full explanation in the budget narrative. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, for each appointment, identify and enter the number of months on separate lines. In cases where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for the requested period.

Percent of Effort on Project. For each individual at the applicant organization, list the percent of full-time effort to be spent on this project.

Institutional Base Salary. For each individual at the applicant organization, list the institutional base salary for the initial budget period.

Salary Requested. Enter the dollar amounts for each position for which funds are requested. The salary requested is calculated by multiplying the individual's institutional base salary by the percent of effort on this project. Explain in the budget narrative if a lesser amount is requested (e.g., endowed position or institutional sources).

Fringe Benefits. Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization as a direct cost to all sponsors.

Totals. Calculate the totals for each position and enter the subtotals in each column where indicated.

Contractual / Consultant

List each participating consortium/contractual organization with the total costs for the initial budget period. Consortium arrangements may involve personnel costs, supplies, and other allowable costs, including Indirect Costs (10% maximum rate). If the grant is funded, a detailed subcontract budget may be requested before the funds are made available. Provide a detailed justification for the contractual arrangement in the budget narrative.

Whether or not costs are involved, provide the names and organizational affiliations of all consultants. Include consultant physicians in connection with patient care and persons who are confirmed to serve on external monitoring boards or advisory committees to the project. Describe the services to be performed in the budget narrative. Include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Equipment

List each item of equipment with amount requested separately and justify each purchase in the budget narrative.

Supplies

Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than \$1,000 do not have to be itemized. If animals are to be purchased, state the species and the number to be used.

Travel

Itemize travel requests and justify in the budget narrative. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested.

Patient Care Costs

If inpatient and/or outpatient costs are requested, provide the names of any hospitals and/or clinics and the amounts requested for each in the budget narrative.

Include information regarding projected patient accrual for the project/budget periods and relate this information to the budget request for patient care costs. If patient accrual is anticipated to be lower at the start or during the course of the project, plan budget(s) accordingly.

Other Expenses

Itemize any other expenses by category and unit cost. These might include animal maintenance (unit care costs and number of care days), patient travel, patient participation incentives, donor fees, publication costs, computer charges, rentals and leases, equipment maintenance, service contracts, and tuition remission when budgeted separately from salary/fringe benefits. **Justify costs in the budget narrative.**

BUDGET FOR ENTIRE PROPOSED PERIOD OF SUPPORT (BUDGET PAGE 2)

Enter in the first column the budget category totals of the initial budget period costs from Budget Page 1.

Enter the totals under each budget category for all additional years of support requested. Identify with an asterisk (*), and justify any significant increases or decreases from the initial year budget. Also, justify budgets with more than a standard escalation from the initial to the future year(s) of support.