



GRANT BUDGET GUIDELINES

1. **Budget format:** The Fund requires a line item budget for all funded projects. A sample budget is provided as an optional template. To the extent possible, grant budgets should be broken down into major tasks or phases of work. If the project is suited to a task or phase format, specify the steps needed to accomplish the work, the time frame, who will participate, and a detailed line item budget. If a task or phase spans more than one year, the line item budget should be broken down into annual budgets, with a grand summary budget provided as well.

The budget should be prepared in a spreadsheet program such as Excel. “Detailed Budget for Initial Budget Period,” from PHS 398 from NIH, or an institutional template may be used as well.

2. A detailed budget justification should accompany all budgets, and should include an explanation for each line item in narrative format. Justification may be included in the body of the proposal or as a separate attachment.
3. The final budget should be dated and signed by the project director and the chief financial or contracts officer of the grantee institution. Draft budgets are accepted without signatures during preliminary review process.
5. The Commonwealth Fund total budget amount should be equal to the grant amount in the proposal.
6. **Co-funding:** If the Fund is providing only a portion of the funding for the project, the budget should have separate columns for the total grant budget, the requested amount from the Fund, and other co-funding support. The co-funding source, project period, and amount of other funding should be specified, with letters of commitment from other funders attached.
7. **In Kind support:** Contributions of non-personnel goods and services should be quantified. State the total in-kind support in the budget justification. Include in-kind staff time within the line item budget.

Budget Line Items

1. **Personnel:** The name, title, percent effort, annual salary, and fringe benefits should be listed separately for each individual in the budget. For personnel hired on a per diem basis, the number of days and the daily reimbursement rate should be specified. If the responsibilities of each individual are not described in the proposal, include them in a separate budget narrative.
 - It is recommended individuals with primary responsibility for the project should devote 10 to 25 percent effort. If the project director percent effort falls below this range, please provide an explanation. The Fund views percent effort as an indicator of the principal

investigator's involvement and commitment to the project.

- The Fund cannot support more than 50 percent effort of university faculty members.
 - The budget may not include payments to members of the project director's or co-project director's immediate family for salaries, expenses reimbursement, or any other type of compensation. "Family Members" include spouses, domestic partners, children, grandchildren, great grandchildren, parents, siblings, half-siblings, ancestors, and spouses or domestic partners of children, grandchildren, great grandchildren, or siblings.
 - All key project personnel, as well as those devoting 10 percent effort or more, should complete the Fund's "Disclosure of Other Support" form.
2. ***Fringe benefits:*** Show fringe benefits at the grantee institution's standard rate, with a list of specific benefits included in the rate in the budget justification section. The Fund cannot provide additional benefits.
 3. ***Meetings:*** Meetings with participants from outside the grantee institution should be planned to minimize costs. The budget for meetings should indicate the number and type of participants, the length of the meeting, and the location. Show detailed cost calculations for travel and meeting expenses and honoraria if applicable. Wherever possible, the Fund encourages the use of video-conferencing to minimize meeting costs.
 4. ***Travel:*** Travel costs must directly relate to grant activities; costs typically include travel to the Fund for monitoring and oversight purposes or participation in advisory committee meetings, to disseminate project findings at professional conferences, and to conduct interviews or surveys as they relate to the project. The Fund supports coach class travel, and encourages the use of cost-savings booking processes, such as utilizing discounted university or association rates, wherever possible. Prospective grantees should check with their program officer to assure that adequate travel expenses have been budgeted to allow for possible trips to the Fund during the grant period.

Budgets should use the following average rates:

- \$1,100/trip for a one-night trip (includes coach airfare, hotel, food, ground transportation).
- \$500/trip for a one-day trip between NY and Boston or NY and Washington, D.C. (includes coach airfare or regional Amtrak, food, and ground transportation),
- \$1,500/trip for a two-night trip (includes coach airfare, hotel, food, ground transportation).

The grantee may propose different rates (higher or lower) with appropriate justification.

Pursuant to IRS regulations, travel expenses may not be paid directly to or on behalf

of U.S. government officials or employees (state, local, or federal governments) for meetings held outside of the United States, including Puerto Rico.

5. ***Honoraria/Consulting Fees:*** Up to \$500/day. Honoraria or consulting fees may not be paid to officials or employees of federal, state, and local governments, individuals who receive funding from a federal agency through an I.P.A (Intergovernmental Personnel Act) agreement, or employees of a private, operating or community foundation.
 - If consulting fees are paid to individuals from grant funds, a payee form must be completed for each individual and submitted to the Fund's finance office.
6. ***Equipment:*** The Fund does not support the purchase of major equipment for grantees in one year projects. If equipment is necessary for the completion of a multi-year project, the Fund will review these requests on a case-by-case basis. Provide an explanation of the purpose of the equipment, how it relates to the project objectives, and list project staff who would utilize equipment in the budget narrative. Equipment purchased with grant funds such as tablets, phones, and computers may be requested to be returned to the Fund or donated to charity at the end of the grant period.
7. ***Communications/Publications:*** Cost estimates for any communications and dissemination activities included in the work plan should be covered in the budget. The Fund does not support printing or reprinting costs of publications, but will support digital design. To reduce costs, the Fund may provide in-kind support from its own Communications department in preparation of publications.
8. ***Overhead:*** Indirect costs may not exceed 10 percent of direct costs. This indirect cost allowance is to cover items such as rent, utilities, office furnishings and equipment, accounting/staff services, library services, and the time of the organization's chief executive, financial, and administrative officers. If any of these charges is to be listed separately, then the sum of that charge and indirect charge cannot exceed the 10 percent allowance.

Direct costs are defined as those costs directly attributable to the project (i.e., personnel, consultants, project-related travel, data, and supplies, postage, and telephones use by project staff).

Items that should be excluded from the indirect cost calculation include:

- Subcontracts and purchased services (data and consulting)
- Direct fellowship support, stipends or tuition

If a subcontract budget does not include overhead expenses, the project budget may include the subcontract amount in the direct cost base for the indirect cost calculation.

9. ***Subcontracts:*** All the above guidelines apply to subcontract budgets.

Before Submitting your budget, use the budget checklist:

- Budget** is broken down into phases or years, and a grand summary page is provided for a multi-year budget.
- Cofunding** is shown in separate columns on the line item budget.
- In-Kind staff time** is included in the line item budget, and non-personnel in kind support is quantified in the budget justification.
- Personnel** shows all individual names, titles, annual salaries, percent effort, and fringe benefits rate.
- Travel** costs use the Fund average rate, and expenses are budgeted for coach class travel. Variances should be justified.
- Honoraria/Consulting fees** do not exceed \$500/day and are not paid to government employees, individuals funded from an I.P.A, or employees of a private, operating, or community foundation.
- Indirect costs** do not exceed 10% of direct costs.
- Budget period** listed matches the proposal budget period.
- Final budget** is signed and dated by the financial officer of the grantee institution and PI. Signatures are not required for draft budgets.
- Subcontract budgets** adhere to Fund guidelines and are submitted for review.
- Budget justification** is included for each line item in narrative format.

If you have further questions about your project budget, email the Grants Management Office at gmo@cmwf.org