

## Guidance and Links for Internal Grant Budget Form and Justification

### **Budget Form:**

Please review the following tips and hints before opening the budget form ([link below](#))

- The budget spreadsheet is built on formulas; please do not manually enter numbers in the green sum fields. This column will automatically calculate for you. Only enter information into the yellow fields/cells.
- **For the Excel funding program: Course buyouts**
  - NOTE: course buyouts must be approved by your department chair BEFORE including in your budget.
  - To enter in spreadsheet:
    - If your unit\* uses a fixed dollar amount, include this amount under Section G.8. Other. \*for example, this applies to the College of Arts and Sciences (see [CAS Course Buyout policy listed here](#))
    - If your unit uses a calculation based on salary and fringe, list this under Section A with associated column R
  - For questions about course buyout rates, please contact your department chair or business manager.
- **Student support:**
  - On the first tab or page of the spreadsheet titled “Rates,” enter your unit’s UG/GA hourly or annual rate into the appropriate section and add any GA tuition fee differentials.
  - On the “YR 1” tab
    - For grad students, use column S to enter number of months per student
    - For undergrads, under Section B4 enter the number of students and average # of weeks/student
  - *Note on fringe:* all student salaries are calculated on the budget form with the enrolled student fringe rate. Please be aware that a higher fringe rate may be charged to the account at the time of payroll expenditures if students are not enrolled in classes.
- **Incentives for research participants** such as gift cards, raffle items, etc. should be entered in section F. Trainee/Participant Costs, under #4-Other
- For internal grants, Section I-Indirect Costs and K-Cost sharing should be blank.

**Use only the following approved budget form:**

[https://www.sc.edu/about/offices\\_and\\_divisions/research/docs/budget\\_form\\_template.xlsx](https://www.sc.edu/about/offices_and_divisions/research/docs/budget_form_template.xlsx)

### **Budget Justification Template:**

Please review the following tips and hints before opening the budget justification form ([link below](#))

- **Please delete, add, and edit sections as needed**, based on your project requirements. This is meant to be a guide in writing your budget justification. Not all sections will be needed.
- The red underlined placeholder text is provided to help you fill in details specific to your project.
- **When finished with editing:** Change all text to black and remove underlining.

**Use only the following approved Budget Justification Template:**

[https://www.sc.edu/about/offices\\_and\\_divisions/research/docs/budget\\_justification\\_template.docx](https://www.sc.edu/about/offices_and_divisions/research/docs/budget_justification_template.docx)