Guidance and Links for Internal Grant Budget Form and Justification

<u>Budget Form</u>:

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 <u>CAS Course Buyout policy listed here</u>)
        - 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_and_grant_development/documents/budget_form_template.xlsx

<u>Budget Justification Template</u>:

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.
- **<u>When finished with editing</u>**: 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_and_grant_development/documents/budget_justification_template.docx