



Budget Basics

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11:15 am-12:15 pm

Division of Research

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The Proposal Budget

What Are Direct Costs?

- Direct costs are explicit project expenditures listed as line items that can be specifically identified with a particular project or program activity.

What Are Indirect Costs?

- Several names for the same thing:

- Indirect costs
- Facilities and Administrative Costs (F&A)
- Overhead

Facilities and Administrative Costs (F&A) are real costs that are hard to tie back to a specific project, but support the feasibility of the work, like space/facilities, financial and administrative services, library resources, utilities, computers and IT support, etc.

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UNC Charlotte's F&A Rates

- Organized Research
 - 54% on-campus
 - 26% off-campus
- Instruction
 - 52.5% on-campus
 - 26% off-campus
- Other Sponsored Activities
 - 37% on-campus
 - 26% off-campus

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Cost Sharing

- Costs that the institution will contribute to the total project costs are considered cost sharing or cash matching.
- Explicit commitments to cost share should not be included unless specifically required by the sponsor (University Policy 602.6).
- **Cost share must be approved by the unit(s) providing it. This includes 3rd party cost share commitments.**
- Examples include
 - The value of someone's time plus fringe benefits.
 - Departmental or college cash for costs or equipment.
 - The F&A costs associated with these dollars if allowed by the sponsor.

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Subcontracts/Subawards

- A subcontract is an award to another organization to perform part of the work on our project.
- The other organization provides us with a statement of work, budget, budget justification and letter of approval from an authorized official. Additional documentation may be needed based on sponsor requirements.
- These documents should be requested and received early in the proposal process to ensure adequate time for review and incorporation.
- The subcontract becomes a line item on our budget, and the other organization's indirect costs become a direct cost for us.

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Budget Tips

- ★ Graduate Students must be budgeted according to their approved compensation package. These can be found on the Graduate School's website.
- If you are paying salary, you must pay associated fringe benefits.
- Participant support costs vs participant incentives
- Course buyouts and approvals
- Summer salary limit, expectations and NSF rule.
- Consultants vs subawards
- Animal care

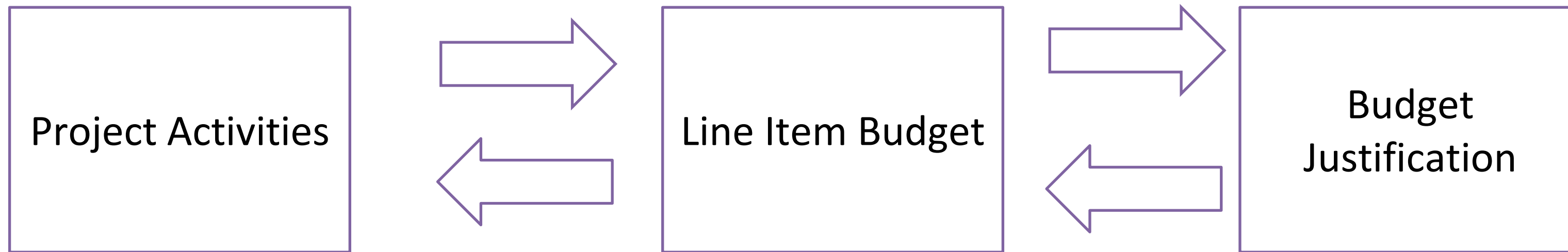
The Proposal Budget

- Typical budget requests (travel, supplies, publication, etc)
- Allocation of credit for personnel and units
- Out of State tuition effective 7/1/24
- 10-5-2 inclusion of draft narrative

The Proposal Budget

What Is a Budget Justification?

- This section justifies each line item in the budget by explaining how it was calculated and why it is necessary to the completion of the project.
- In general, a budget justification should make the following clear:
 - How salary costs were calculated.
 - How fringe benefits were calculated.
 - The details for travel costs (# of trips, # of travelers, airfare, lodging, per diem).
 - How expenses for materials, supplies and equipment were derived (quotes, past experience).
 - How each line item is necessary to carry out the project.
 - Basis for the F&A rate.



Submission and Award

- Once the proposal has been approved by all parties in Niner Research, the Authorized Official (AOR) will complete final review, signature and submission. (10-5-2)
- Proposal submissions, certifications, or other required signatures must be executed by an AOR. This includes any award agreements or documentation.
- A signature other than an AOR does not obligate the university.
- If you receive a notice of award, forward it to research@charlotte.edu

Division of Research Ticket System and Contacts

- Researchers and research support personnel should submit tickets for their related service request.
 - <https://research.charlotte.edu/quick-links/ticket-submission-tracking/>
- ORS Contacts:
 - <https://research.charlotte.edu/departments/office-research-services-outreach-orso/college-based-research-officers/>
- ORS FAQs:
 - <https://research.charlotte.edu/departments/office-research-services-ors/research-administration-faqs-and-resource-page/>



2025-2026 CHESS & CRE

Information Session

QUESTIONS?

Center for Research Excellence

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Links & Resources

- Niner Research Information Webpage with Tutorials and Documentation
- Division of Research About Us (links to DR's Departments)
- Division of Research Ticketing and Tracking Service
- Proposal Submission Information Webpage
- Research Administration Policies
- Human Subjects Policies and Procedures
- Institutional Information (This information is typically required for the development and submission of proposals and other agreements to various external agencies.)
- Need Technical Assistance: ninerresearch@charlotte.edu