Budget Building Checklist

Break it Down to Build it Better by Edge for Scholars

ITEM	NEED? (% time for personnel)	RESOURCE FOR OBTAINING OR FINDING INFORMATION
Someone to help build your budget*		
Writing/editing assistance*		
Medical illustrations, diagrams*		
Personnel (%)		
Co-Investigators		
Research Asst/Lab Tech		
Study manager		
Lab manager		
Statistician		
IT support		
Data manager		
Programmer (what skills)		
Data entry clerk		
Webmaster		
IT/data management		
Build/customize database		
Server space for data storage		
Purchase data		
Computer infrastructure or computer time		
Software		
Human participants		
Recruitment costs—develop or print flyers, posters, etc.		
Questionnaires—develop or use existing? Cost?		
Intervention materials—develop and distribution mechanism (print, burn to CD, web-based, what?)		
Participant incentives		
Thank-you for collaborating site(s)		
Radio or TV advertising		
Animal studies		
Animals		
Housing		
Food		

Maintenance costs		
Lab or clinical space		
Portion of someone else's clinic or lab—should you budget for payment of portion of space to be used?		
Centralized research facility that charges for its use (e.g., VICTR cores)		
Equipment and supplies**		
Specialized equipment needed and not available and any software to accompany the equipment		
New software to support your project		
Supplies unique to your proposal		
Lab tests		
Accurate costs for tests		
Timing of sample collection and analysis—need to spread out to stay within annual budget?		
Internal versus external		
Special equipment or supplies		
Travel		
Conferences, workshops		
Travel for data gathering		
Meetings with off-site investigators or team members		
Miscellaneous		
Printing		
Phones		
Shipping charges		
Fax machine		
Postage		

*Might be resources you need to get your submission ready; cannot be included in your proposal budget

Equipment is over $5000 per unit with useful life of more than 1 year; anything else is supplies. **NOTE: Verify with your AO, but do not plan on getting computers unless you have strong justification.