

Developing Budgets for Grant Applications in the Health Sciences

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Our Mandate: Support applicants (**all faculties**) submitting applications to CIHR (**all competitions**) through the delivery of:

Feedback Processes
Bridge Funding
Workshops
Resources
Editing &
General Support.

Update & Metrics may be found at:

<http://www.cihr.ualberta.ca/UpdatesandMetrics.aspx>

Visit our website at: www.cihr.ualberta.ca

Visit our document repository at: <http://hdl.handle.net/10402/era.23211>

Outline

- A. How **important** is a well put together budget?
- B. What **process** could/should one use to create a budget?
 - Processes
 - Questions to Ask
 - Resources
- C. What are the **key features** of exemplary budgets?

A. How **important** is a well put together budget?



Importance of Budgets to CIHR

- CIHR Instructions to Peer Reviewers:
 - “Note that questions about the budget should not influence the rating of the application, unless they bear directly on the scientific merit.”
 - http://www.cihr-irsc.gc.ca/e/4656.html#s3_6_2_4

“My experience has been that budget never impacts on a grant's score.”

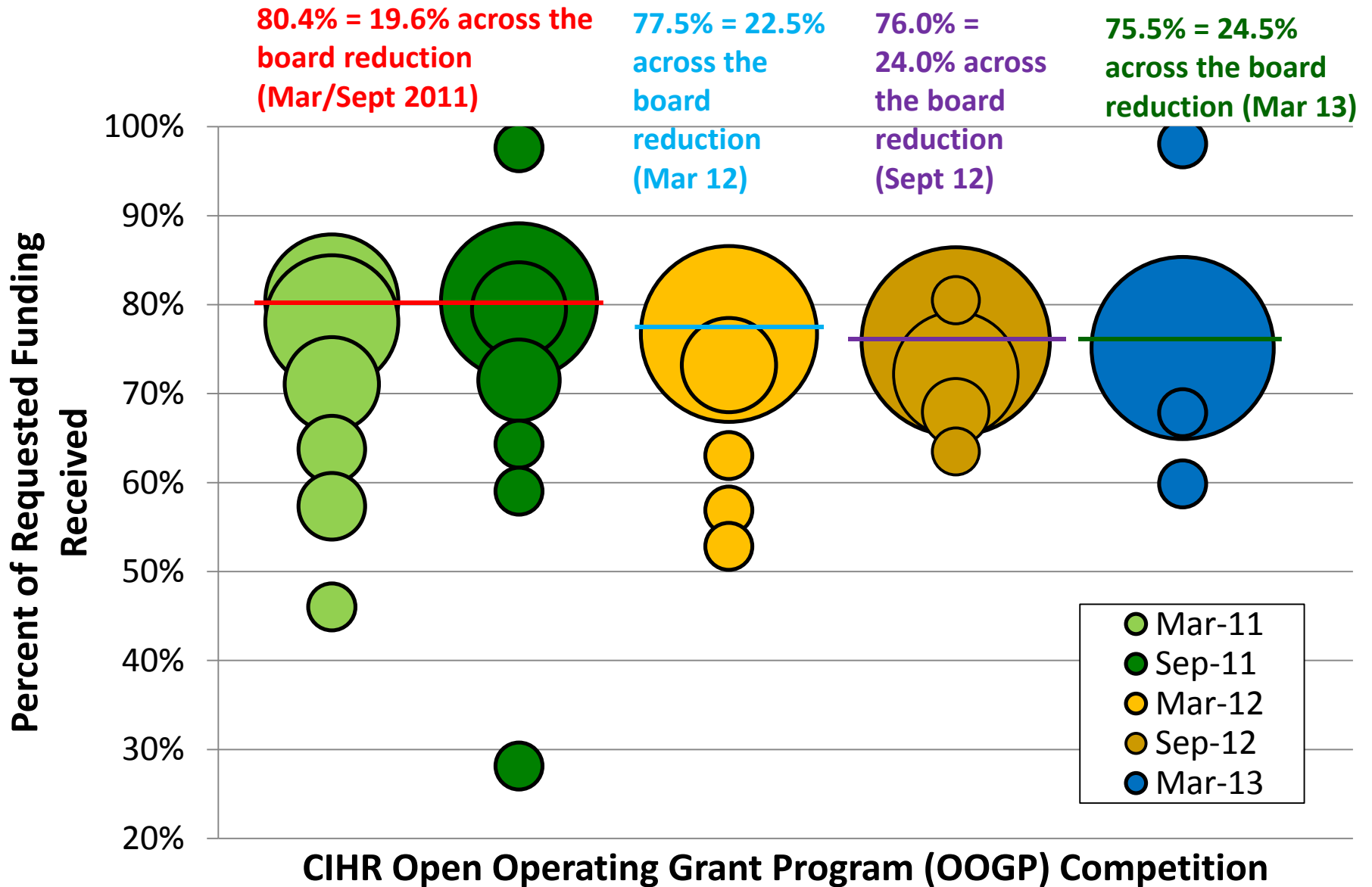
Every piece of the application adds to or takes away from the opinion the reviewer has of the applicant(s).

“A well prepared budget always brings more \$\$\$ if the application is successful.”

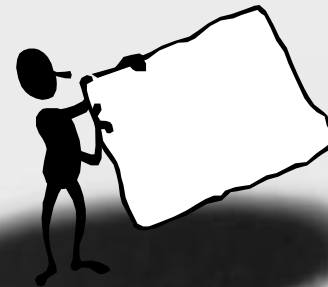


Percentage of Funding Requested that was Received for UofA Applications

Mar/Sept 2011, Mar/Sept 2012 & Mar 2013 CIHR OOGP



B. What **process** do you use to create a budget?



Budget Processes

- Try to determine actual costs.
- Ballpark or work back from the dollar value of the potential award (i.e. \$50K).

- Expendables: 100 strains x 5 antibiotics x 10 concentrations x triplicate plates x triplicate experiments x \$0.25/plate = \$11,250

- Human Resources: 2 strains/week 100 strains = 50 weeks = yearly salary x 1.23 (to include benefits) = \$55,000

- Antibiotics \$4,000
- Media \$4,000
- Human resources \$42,000

Budget Processes

- Try to determine actual costs
- Ballpark

Advantages?

Disadvantages?

If Trying to Determine **Actual Costs**

- Go through each aim and identify each procedure/activity.
- List what one would need based on the categories in the budget table.
- Start calculating:
 - Company websites for expendables costs.
 - Departmental Human Resources contact or UA webpages for human resources costs.



Two Questions to ask
before getting started

Q1 How much can one ask for?

- **Capped Budget**
 - Ask - what is the cap?
 - i.e. 100K
- **Uncapped Budget**
 - Ask – what is the average value of the grant awarded by the agency for the competition in question?

What about the
CIHR OOGP?

March 2013 the CIHR OOGP awarded an average of \$596K/3.8 years [equivalent to an average of 157K/year and an average ask of 195K/year]

Q2 How accurate does one need to be when designing a budget?

- Very Accurate

- Actual expenses must fall within budget lines provided in the awarded application.

- Not as Accurate

- Actual expenses must fall within total budget estimate (rather than a given budget line) provided in application.

What about the **CIHR OOGP**?

- Rebudgeting of budget lines/expense categories is not allowed.

- Rebudgeting to cover necessary and reasonable costs of the research project is allowable without prior approval.

Tri-Agency Financial Administrative Guide

“Unless otherwise specified, grantees may generally deviate from the proposed research activities and/or schedules. Furthermore, they are not required to adhere strictly to the allocation of funds set out in the application as long as they use their grant for the broad purpose for which it was originally awarded.”

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/Responsibilities-Responsabilites_eng.asp#deviation



Potential Resources

Potential Resources

1. Using someone else's funded budget as a starting point.

- Visit the CIHR Funding Decisions Database
- http://webapps.cihr-irsc.gc.ca/cfdd/db_search?p_language=E
- Visit the resource that lists: *Funded UA Applications From Each CIHR OOGP Peer Review Committee*
 - <http://hdl.handle.net/10402/era.23474>
 - Contact a funded applicant

Potential Resources

2. Using an **old grant of one's own** as a starting point.
3. Obtaining a **spreadsheet of a lab's actual expenses** for the last year.
4. Excel Budget Template
 - <http://hdl.handle.net/10402/era.25055>

Potential Resources

5. Word Budget Templates (4)

- <http://hdl.handle.net/10402/era.25058>
- <http://hdl.handle.net/10402/era.25059>
- <http://hdl.handle.net/10402/era.25060>
- <http://hdl.handle.net/10402/era.28121>

6. Reference Material and Sample Wording

- <http://hdl.handle.net/10402/era.28241>

Potential Resources

7. Reviewer Comments Related to Budgetary Reductions for Funded March 2011 CIHR OOGP Applications

– <http://hdl.handle.net/10402/era.24549>

8. Budget Strategic Checklist

– <http://hdl.handle.net/10402/era.25056>

Our folder of resources may be found at
<http://hdl.handle.net/10402/era.28111>

C. What are the **key features** of exemplary budgets?





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