

Developing Budgets for Grant Applications in the Health Sciences

SESSION DESCRIPTION

While budgets and their justifications are often not to be considered by reviewers when they score a grant application, these sections are important in obtaining the maximum amount of funding. In addition, if these sections are poorly written, the sections may negatively influence the reviewer's opinion of the applicant. Discussion will include the mechanics of and important considerations when developing a budget in the health sciences. Although not required, participants are encouraged to bring copies of their budgets and budget justifications. Participants will be able to interact amongst each other and with the speaker to obtain feedback, edit and revise their budgets.

TOPICS FOR DISCUSSION

- Introduction
 - Who are we?
 - How do budgets for grant applications relate to what we do?
 - What would we like to get out of this discussion?
- Importance of budget and justifications
- Mechanics of creating a budget
- Getting started
 - Questions to ask
 - Resources available
- Improving samples

Resources Available for the Development of Budgets

Excel Budget Template

Description: This Excel Budget Template is designed to automatically update and keep track of potential budget expenses. The template utilizes the same headings as the CIHR Budget Module with each year in a separate tab.

See: <http://hdl.handle.net/10402/era.25055>

CIHR Budget Templates 1-3 Word

Description: These resources are templates to be used to provide formatting when writing for the Details of Financial Assistance Requested (Budget Justification) module of the CIHR Open Operating Grant Program (OOGP) application. These templates allow the user to manually input the dollar values of funds requested under the proper subheading and then insert text to justify this dollar value. As well, space for proposal title, applicant name, and year 1 budget request are also indicated in the header. Please note, subheadings and years not relevant may be deleted and rows to charts may be added to account for request of funds for more than one individual/item.

See:

Template 1 (modern style, 5 yr justification) <http://hdl.handle.net/10402/era.25058>

Template 2 (classical style, 5 yr justification) <http://hdl.handle.net/10402/era.25059>

Template 3 (modern style, 1 yr justification) <http://hdl.handle.net/10402/era.25060>

Reviewer Comments Related to Budgetary Reductions from Funded March 2011 CIHR Open Operating Grant Program (OOGP) Applications

Description: Analysis of the peer review and scientific officer notes from 80% of March 2011 CIHR OOGP applications with budget reductions over and above the standard 19.5% allowed for the identification of the most common reasons for these additional budget reductions. Applicants may use the analysis in this document to prepare more robust budget justifications.

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

Strategic Checklist for CIHR OOGP Budgets

Description: This document is a strategic checklist for the Financial Assistance Requested (Budget) and Details of Financial Assistance Requested (Budget Justification) modules of a CIHR Open Operating Grant Program (OOGP) application. The checklist is designed to be used by anyone preparing or reviewing a grant application budget before it is submitted to

a CIHR OOGP competition. Intended users include members of Internal Review committees, grant application editors, colleagues of an applicant, and (of course) applicants themselves. Items in this checklist concentrate on strategy and grantsmanship. Additionally, items that address readability and organization are included, as these factors have a strong impact on a reviewer's perception of the grant application as easy to read and understand.

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

CIHR Budget Reference Material and Sample Wording

Description: This document contains information useful for the preparation of a budget and the associated justification for health research funding applications. The document includes pertinent references and sample budget justification wording. The document was designed to support the development of budgets for Canadian Institutes of Health Research (CIHR) applications, however may be useful for the preparation of budgets for other funding agencies. The document is organized by CIHR budget category headings.

See: [not yet posted](#)

Samples to Reflect On

Technician example:

Funds are requested for the continued employment of Dr. Lin. Dr. Lin has over 10 years of post-PhD research experience. He has been in my employ for 5 years and is central to the continuation of this project. Dr. Lin is involved in all aspects of the projects involving human and yeast magnesium reductase proteins. In addition, he is responsible for training and orientation of all new personnel including students and technicians. His 2011/2012 annual salary is \$80,000 plus \$16,000 in benefits.

Graduate student example:

Funds are requested for the continued support one midstream PhD candidate (Ms. Lacks). Ms. Lacks joined the laboratory in 2009 and her project centers on the role of phosphorylation on magnesium reductase function. The minimum departmental stipend in the Department of Cell Biology is \$22,000/year.

Services example:

We are requesting \$5,000/year to store and ship patient biological patient samples. These samples will need to be sent to the University of Alberta where Dr. Gast will perform genetic screening.

Travel example:

(\$4,000 per year) Funds are requested to cover the cost of attending the Gordon Conference meeting each year. I am requesting money to cover the cost of one other person and myself each year.