

Community Based Research Program Budget Guidelines

Budget

Funding is available for salaries and benefits of post doctoral fellows, students, technicians, and other non-faculty project personnel, technical supplies, equipment and miscellaneous expenses.

Faculty may wish to allocate some funds to the community partner(s) for staff time, use of materials or space, research assistance, or other needs to facilitate their participation in the research.

This budget does not require overhead but does require employee benefits at the same rate as extramural proposals.

Grant funds cannot be used for travel that is not directly related to the project.

Funds may be use for relevant costs to support community partners' attendance at a conference presentation on the project findings or additional CBR training necessary to conduct the research.

Funds cannot be used to support faculty travel or attendance at conferences, outside consultants, or office equipment, including computers unless specifically justified.

Personnel time is limited to 12 months of any combination of post doc, technician, or graduate student. An additional 12 months of graduate student time may be budgeted when the application is from multiple departments/programs.

PI may transfer up to 25% of the award into different categories of spending without written permission from the VP for Research Office, as long as the category is in the original budget approved by the URC.

A faculty member may request money for equipment, supplies, travel, hourly wages for assistants, consultant fees, and miscellaneous other uses as approved by the (URC).

Grant Administration

The principal investigator is responsible for the administration of grant funds. In particular, he/she must be certain that over-expenditures do not occur.

Capital equipment purchased is the property of the University of Utah.

If the work cannot be completed in the initial 12-month period, the principal investigator may request **one** 6-month extension by submitting a written request to the Vice President for Research at least one month prior to the end of the project.