

## ACADEMIC PROGRAM BUDGET PREPARATION

### A. Institutional Training Substitute Budget Page 4

This page can include the following \$ entries:

1. Predoctoral Stipends
2. Postdoctoral Stipends (OM only)
3. Other Stipends
4. Total Stipends
5. Tuition, Fees and Insurance
6. Trainee Travel
7. Trainee Related Expenses (TRE) (determined by academic program allocation formula based on # of ERC/TPG award-supported FTE trainees) \*
8. Other Trainee Related Expenses (the total of this amount plus Item 7 must be no more than 40% of the Total Direct Costs available for each academic program). This amount will be determined if there is a difference between the FY 10 allocation and the total of Items 1-7 above plus F&A Costs (Indirect costs). \*

\* # 7 and # 8 both entered separately within Trainee Related Expenses block.

### B. Form Page 4

This page can include the following \$ entries:

1. Personnel
2. Consultant Costs
3. Equipment
4. Supplies
5. Travel (non-trainee)
6. Other Expenses \*\*
7. Subtotal Direct Costs
8. Consortium/Contractual Costs
9. Total Direct Costs

\*\* This block should include the following entries using extra pages as needed:

- a. Other Expenses not included in items B.1-5 above
- b. Total Stipends (Item A.4 above)
- c. Tuition, Fees and Insurance (Item A.5 above)
- d. Trainee Travel (Item A.6 above)
- e. Other Trainee Related Expenses (Item A.8 above. Eligible expenses include Personnel, Consultant Costs, Equipment, Supplies, Travel [non-trainee] and Other Expenses.)

Note: F&A Costs are calculated and entered on the Checklist Form Page.

### C. Sample Budgets

1. Assume program allocation of \$100,000 and intent to support 5 full-time trainees with at least 60% of total budget for trainee expenses.

- a. 1 predoctoral stipends @ \$21,180 = \$21,180
- b. 5 tuition and fees @ \$5,000 = \$25,000
- c. 5 trainee travel @ \$1,000 = \$5,000
- d. 5 trainee related expenses (TRE) @ \$12,000 = \$60,000
- e. F&A costs =  $(\$21,180 + \$5,000 + \$60,000) \times 0.08 = \$6,894$
- f. Total budget = \$118,074 exceeds allocation by \$18,074
- g. Adjust to \$100,000 by reducing TRE by \$16,735 and F&A costs by \$1,339
- h. Revised total direct costs = \$94,445  $(\$21,180 + \$25,000 + \$5,000 + \$43,265)$
- i. Revised F&A costs =  $(\$21,180 + \$5,000 + \$43,265) \times 0.08 = \$5,555$
- j. Revised total budget = \$100,000

2. Assume program allocation of \$150,000 and intent to support 4 full-time OM residents/trainees with at least 60% of total budget for trainee expenses.

- a. 2 postdoctoral (PGY 2) stipends @ \$39,756 = \$79,512
- b. 4 tuition and fees @ \$3,000 = \$12,000
- c. 4 trainee travel @ \$1,000 = \$4,000
- d. 4 trainee related expenses @ \$20,000 = \$80,000
- e. F&A costs =  $(\$79,512 + \$4,000 + \$80,000) \times 0.08 = \$13,081$
- f. Total budget = \$188,593 exceeds allocation by \$38,593
- g. Adjust to \$150,000 by reducing TRE by \$35,734 and F&A costs = \$2,859
- h. Revised total direct costs = \$139,778  $(\$79,512 + \$12,000 + \$4,000 + \$44,266)$
- i. Revised F&A costs =  $(\$77,952 + \$4,000 + \$44,266) \times 0.08 = \$10,222$
- j. Revised total budget = \$150,000