

Please adhere carefully to the following guidelines and explanations when preparing your proposal budget. When preparing your budget, watch for unanticipated or “hidden” costs. For instance, consider the costs of visa applications, vaccinations, supplies, postage, mailings, etc.

1. Please use either the budget template provided by the Office of Research or the budget template preferred by your unit when submitting your proposed budget. For the Office of Research Budget Template, choose the F&A Rate Category “No F&A Charged” for the grant and specify any cost share funds.
2. Justify all costs using the budget narrative template.
3. Oversight and budgetary control will reside with your department or appropriate Dean’s Office. Please consult with these offices when developing your budget proposal. Expenses and costs must comply with all relevant university policies, and state and federal regulations.
4. Budgeted categories must include only one-time costs. Rutgers Global Grant funds are temporary and may not be used for permanent or on-going costs, including student stipends.
5. Two-year projects are allowable. Please explain which activities and expenses are planned for which year in your project description or budget narrative. For two-year projects, funds not spent by the end of the fiscal year will automatically be carried over into the next fiscal year.
6. Unallowable costs:
 - Recurring costs, such as telephone, rent, or lease costs, cannot be charged to the grant.
 - Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant.
 - Purchase of equipment, and/or any capital expense, for installation and/or use in a non-Rutgers facility are not supported by this grant.
 - Lump sum transfer of Rutgers funds to a non-Rutgers entity/person is not supported by this grant.
 - Costs associated with purchase of software or facilities renovations may not be charged to the grant. Purchase of small electronics may be allowed. Purchase of desktop or laptop computers is not allowed.
7. Personnel: Hourly payment of certain classes of employees are allowed under the grant. Consultants may be included in the budget. However, faculty, post-doctoral fellow, and TA/GA salaries, including summer salaries, may not be charged to the grant. Student aid or student tuition and fee costs and not allowable. No permanent hiring may be done with these funds. All applicable HR policies and regulations apply.