

## MEMORANDUM

To: All Faculty/Researchers

From: Theresa Champion, Contracts and Grants Management Officer

Date: March 12, 2009

Re: Proposal Budgeting Requirements

You all have probably received numerous emails from the University's various higher ups telling us how dire the budget situation is, and how it is necessary for each department to find ways to cut their operating budgets.

Also, the University has enacted a "Budget Control Environment" which will allow transactions through the system only when budget is available in the appropriate object line (e.g. EPA Personnel, SPA Personnel, Supplies, Equipment, Services). Essentially, no line item can operate in a deficit even if there is money in the bottom line.

In light of these issues, it has become necessary for the Psychology Department to take a proactive stand and introduce the following policy regarding proposal budgeting.

Starting immediately the following will be mandatory line items budgeted on all proposals:

- Photocopying
- Communications

The amounts charged for these line items will be determined using a calculation based on Personnel Effort in the proposal budget. Theresa Champion will be able to provide you with an estimate of these charges as you are developing your budgets.

Implementing these line item charges will allow the Department to do several things:

- Maintain its high level of service to its researchers
- Allow for limited re-appropriation of funds within a grant to prevent object lines from going into deficit
- Cover the miscellaneous costs associated with grants that in many cases were not budgeted in the original proposal and the department has been forced to cover (i.e. toner, project-related express deliveries and shipping, long distance calls, project-related photocopying expenses)

### **PUBLICATION COSTS:**

In addition, researchers are strongly encouraged to include Publication Costs as a line item in your budget. Publication Costs can be used to defer the costs journals charge for publishing and/or costs associated with getting your article ready for publication. Think of it this way. If you are publishing 4-8 articles per research project and each journal charges \$350-\$500 (or more) per article, you will incur \$1,400-\$4,000 (or more) in publication charges. Why not have a portion of this covered by your grants? Otherwise you need to cover these charges from another source (i.e. F&A or out of pocket).