

# Budget Policy



Small grant budgets may not exceed \$10,000 and may not include indirect cost charges, per IC policy. The budget section of the grant application is divided into the following categories and each category has a pulldown menu of the line item choices listed in parentheses below:

- Salaries (PI, Co-PI, Postdoctoral Research Assistant, Graduate Student Researcher, Undergraduate Researcher, Other Research Staff, Other Staff)
- Benefits (PI Benefits, Co-PI Benefits, Researcher Benefits, Other Staff Benefits, Tuition/Fees)
- Other Collaborator (Independent Consultant, Advisor)
- Travel (Project Travel, Conference or Dissemination Travel)
- Equipment and Software (Equipment, Software)
- Project Expenses (Supplies, Participant Stipends/Costs, Communication, Transcription)
- Other (This should only be used for expenses not covered in the choices above)
- Subcontracts (Information is pulled from the subcontract budget forms – see below)

Each expense for your project should be added and the budget narrative field should be completed, providing a description of the expense.

Subcontracts: If your project will have subcontracts, a separate subcontract budget form will need to be completed for each. Detailed guidelines are provided in the application on how to enter and submit your subcontract budgets; please follow those guidelines carefully. Note: the subcontract form has the same categories and line item choices listed above.

## **Indirect Costs**

It is IC policy not to pay indirect costs on any proposal requesting an award of \$10,000 or less. If the proposal includes a subcontract, the subcontract budget itself may include the 15% indirect cost charges, but the subcontract total may not be included in the main budget when calculating the overall indirect cost charges for the project. IC does not pay government-approved overhead rates on research grants.

The following expenses are examples of charges IC considers institutional infrastructure costs and will not allow as direct costs in a research budget: office rent, grants and contracts office expenses, institutional and departmental administrative expenses, institutional and departmental information technology expenses, and accounting and legal services.

In these grant proposals, necessary administrative costs related to the request can be built into the direct costs of the proposal, but IC will not accept institutional infrastructure costs to be included within the budget.

IC reviews each budget individually for the appropriateness of the direct costs being requested.