

BUDGET AND BUDGET JUSTIFICATION

BY

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GRANT BUDGET

- Grant budget includes all the costs associated with carrying out the project
- To determine how much you will spend, you **MUST** know all the activities and services you will provide, when they will be provided and for how long, and by who
- A multi-year project will have a budget for each year of funding
- Budget has to be itemized as clearly as possible, presented in the required format



BUDGET Cont

- An added advantage to mention contributions from other sources- (eg Community, proposing institution, other donors)
- Mention any recurring income from the project activities
- Reviewers are under obligation to reduce the budget, so make sure the budget is well Documented, Realistic, Appropriate and Justified



BUDGET Cont.

- Do not Inflate, Overbudget, or Underbudget
- Check carefully whether the Agency supports certain items (travel, vehicle equipment, purchase of books)
- Personnel:
 - make sure it is allowed
 - specify the essential role that each will play and state how their qualifications match with the roles . Include in the justification



BUDGET

DESCRIPTION OF ITEM	TETFund NRF	INSTITUTION	OTHER	TOTAL
1.0 Personnel Costs/Allowances	NAIRA			NAIRA
1.1 Principal Researcher				
1.2 Team Members				
1.3 Technical Support				
1.4 Others (Please specify)				
Sub-Total (Not >20% of budget)				
2.0 Equipment (List & Specify)				
2.1 AAS				
2.2 ZPP Machine				
2.3 Gas Monitor				
Sub-Total (Not > 25% of budget)				

BUDGET CONTD

DESCRIPTION OF ITEM	TETFund NRF	INSTITUTION	OTHER	TOTAL
3.0 Supplies/Consumables	NAIRA			NAIRA
3.1 ZPP Kits				
3.2 Others				
Sub-Total				
4.0 Data Collection & Analysis				
4.1 Research Assistants (2)				
4.2 Research Informants (10)				
4.3 Technical Assistants (Lab)				
4.4 Technical Assistants(Doctors)				
4.5 Data Analysis				
Sub-Total				

BUDGET CONTD

DESCRIPTION OF ITEM	TETFund NRF	INSTITUTION	OTHER	TOTAL
5.0 Travels	NAIRA			NAIRA
5.1 Car hire (2)				
5.2				
Sub-Total				
6.0 Dissemination				
6.1 Workshops (5)				
6.2 Publications				
Sub-Total (Not >3%)				
7.0 Others/Miscellaneous (Specify)				
7.1 Communication				
7.2 Welfare for inmates				
7.3				
Sub-Total				

BUDGET CONTD

DESCRIPTION OF ITEM	TETFund NRF	INSTITUTION	OTHER	TOTAL
TOTAL DIRECT COST				
INDIRECT COST (5% of TETFund Component of Direct Cost) to Institution				
GRAND TOTAL				



PERSONNEL

Staff Role	No. of Staff	% FTE	Period of Performance		Gross monthly salary (EURO)	TOTAL	TOTAL	TOTAL
			WP-1 Planni ng (6 mo max)	WP-2 Recruit & F/U (30 mo max)		WP-1 (Prep & plan ~9mo)	WP-2 (Eexecution ~52 mo)	(EURO)
Key Personnel								
PI	1	45%	6	30	€ 5,000.00	€ 13,500.00	€ 67,500.00	€ 81,000.00
Co- PI	1	30%	6	30				
Investigator	2	15%	6	30				
Study Cordinator	1	60%	6	30				

PERSONNEL

Staff Role	No. of Staff	% FTE	Period of Performance		Gross monthly salary (EURO)	TOTAL	TOTAL	TOTAL
			WP-1 Planning (6 mo max)	WP-2 Recruit & F/U (30 mo max)		WP-1 (Prep & plan ~9mo)	WP-2 (Execution ~52 mo)	WP-1 + WP-2 (EURO)
Study Personnel								
Regulatory Coordinator	1	20%	6	30				
Pharmacy Technologists	2	20%	6	30				
Study Clinicians	2	15%	6	30				
Counsellors	2	20%	6	30				
Research nurses	8	20%	6	30				

BUDGET JUSTIFICATION

- Research budget justification is a doc that explains how you plan to use the funds requested for your project
- It is an essential part of any grant proposal, as it shows the reviewers that you have a clear and realistic vision of your research goals, methods and costs.
- To avoid pitfalls and mistakes, do the following:



Know the Guidelines

- Know the guidelines and criteria of the funding source
- Different funders have diff formats, categories and limits for budget justification. So adhere to their stds
- Some ask for detailed breakdown of each budget item, others ask for summary
- Some allow indirect costs, others do not
- Some have specific rules for personnel costs, eqmt and travel costs,etc



Be Realistic and Reasonable

- Do not ask for more or less than you need
- Do not inflate or undersestimate your budget items. This may raise doubts about your credibility and competence.
- Base budget on realistic estimates and provide evidence (quotes from vendors and suppliers) to justify your costs
- Explain how you calculated your costs, how you will manage and monitor them throughout the project



Align Budget with Your Objectives and Methods

- Your budget should reflect and support your research Aim, questions, hypotheses and design.
- Show how your budget is consistent and coherent with your research methods, data collection, analysis and dissemination
- Avoid items not directly related to your project



Use Clear and Concise Language

- A budget justification should be clear and easy to read and understand
- Avoid jargons, acronyms, and technical terms that may confuse or alienate the reviewer
- Use simple and direct sentences and avoid long or complex paragraphs
- Use proper grammar, spelling, punctuation, and formatting

Anticipate Questions and Challenges

- Explain how you will deal with any risks, uncertainties, contingencies that may affect your costs
- eg inflation, exchange rates, availability of resources or changes in regulations



Seek Feedback and Advice

- Write your budget justification in isolation but seek advice from colleagues, advisors or experts who have experience or knowledge in your field or in grant writing
- Let them share their own examples or best practices of successful budget justification,
- Seek feedback and advice from the funding source itself.



Example

- 1. Personnel allowances:
- a. Principal Researcher (PR)
@100,000/man-month x 15 man-months =
1,500,000
- b. Seven (7) Co-Researchers [Chemical Pathologist, Hematologist, Microbiologists (2), Sociologist, Biostatistician/Public Health Physician, and Policy Maker], each
@70,000/man-month x 15 man-months =
7,350,000.
- Sub Total (Personnel)= ~~₦~~8,850,000.00

Example

- 2. Equipment:
- The following equipment will be purchased:
- a. Digital UV Visible Spectrophotometer, Double Beam for biochemistry tests @ 3,500,000
- b. Multiparametric Gas Monitor @ 2,400,000
- d. Digital colony counter @ 1,800,000
- d. 6 Glucometers (3 per prison) for random glucose test, each @10,000 = 60,000
- Sub Total (Equipment) = ₦10,260,000



Example

- 3. Supplies/Consumables:
 - a. Glucose strips: 50 packs of 25 strips per prison, @ 5,000/pack = $5,000 \times 50 \times 2$ prisons = 250,000
 - b. Microbiological media, @ 20,000/medium x 5 = 100,000
 - c. Gram Stain dyes 25g, each @12,000 x 4 = 48,0
 - etc etc etc
- GRAND TOTAL =



THANK YOU

