

Budget Guidelines

Internal awards are subject to many of the same compliance requirements which govern grants supported by external funding agencies. All project expenses should be incurred within the time period outlined in the RFA. Allowable direct costs may include, but are not limited to, salaries for personnel involved in the study, travel*, equipment, software, creative materials, access to archives, data collection, participant or stakeholder incentives, web designers, rent for performance space, and supplies directly benefiting the proposed project. It may also include utilization of University-based cores and other support services, and development of educational materials. External research/scholarship support services may be allowed with proper justification.

**If planning to travel, recipients must comply with the University of Miami travel guidelines, <https://travel.miami.edu/business-travel/travel-policies/index.html>*

Please work with your departmental administrator to ensure your project budget costs are allowable.

- Costs are allowable if they meet the following criteria:
 - Necessary and reasonable for the success of the project
 - Allocable
 - Consistent with UM policies (umiami.policystat.com)

- Unallowable costs are those that do not meet the above criteria. They can include:
 - Alcoholic beverages
 - Contributions and donations
 - Entertainment, unless specifically provided for in the award
 - Fines, penalties, damages, and other settlements
 - Goods and services for personal use
 - Memberships in business, technical, and professional organizations

Salaries

Personnel salaries should be budgeted as either summer salary or as a salary release to the schools/departments. Overloads are strongly discouraged.

In accordance with University principles, all salaries paid to UM employees (faculty, staff, postdocs, other trainees) are subject to a fringe benefit cost. The fringe benefit rate can be found at <https://www.ora.miami.edu/forms-and-rates/fringe-benefit-rates/index.html>. If the project period outlined in the RFA crosses the University's financial fiscal year, the PI will need to plan for possible changes in costs and rates within their proposed budget. If graduate students will be included in the project, the PI should include the cost of health insurance for the student, if applicable. Consistent with external agency guidelines, if awarded, no additional funding will be provided to cover rate changes. Please work with your department administrator to develop and review your budget.

Other Costs

Consultants and/or University approved vendors may be used to accomplish the goals of the project (e.g. transcription services, developers, licenses, etc). As a reminder, University employees cannot be considered vendors; they should be budgeted under personnel and not other direct costs.

Travel should be planned in accordance with the University's policies: <https://travel.miami.edu/business-travel/travel-policies/index.html>

Contacts

For inquiries regarding the budget guidelines, please contact Jeanette Mestepey (jmestepey@miami.edu).

For specific questions about your project budget, please contact your departmental administrator.