

Please submit the proposed budget using the NIH 398 forms and include a budget justification as described below.

The CTSI Career Development K12 program provides support for a minimum of two years. A “Form Page 4: “Detailed Budget for Initial Budget Period” should be completed for each year of the two-year project period. Form Page 5 should be completed to capture all of the direct costs for the entire two-year project period (see attached).

Please complete the budget forms using the following guidelines:

Personnel - Eligible Scholars must have a full time (1.0 FTE) faculty appointment at the level of Instructor or Assistant Professor at the time of appointment and through the duration of the K12 appointment. A Scholar must devote a minimum of 75% of their full time faculty appointment or professional effort to the mentored career development award.

The personnel budget must include the following:

- Scholar’s Support - Salary and fringe benefits may be requested up to \$120,000. The fringe benefit amount should be calculated using your institution’s current approved rate. The Scholar’s name should be listed in the first line of the form, where the role is pre-filled as “Scholar”. Complete the following for the scholar: calendar months, institutional base, salary requested, fringe benefit, and the total.
- Calendar Months - The calendar must be equal to or greater than 9 calendar months annually at 75% effort.
- Research Staff Support- The use of Research Assistants and/or Laboratory Technicians may be included as part of research support budget. Please list: the name, if known (otherwise use TBD), calendar months, institutional base, salary requested, fringe benefit and the total.
- A Biostatistical Mentor from the Tufts CTSI Biostatistics, Epidemiology, and Research Design (BERD) Center is already budgeted for Scholars. Please discuss with Dr. Karen Freund if you believe you will need additional biostatistical support. Additional biostatistical support is permitted in your budget.

Research Support - On an annual basis, up to \$22,536 may be budgeted for research support including tuition, travel and research staff support. Identify all the costs that are **necessary** and **reasonable** to complete the work described in your proposal.

Tuition Costs

- Training needs will be determined on a case-by-case basis. Please speak with the Program Director/Principle Investigator, Dr. Karen Freund to discuss your specific training needs and how these should be budgeted. Tuition for individual courses should be budgeted at the appropriate non-degree student rate.

- All Scholars must complete the Responsible Conduct of Research during their time as a Scholar, even if they have completed a similar course in the past. A good option is the Responsible Conduct of Research course provided free through the Tufts Office of the Vice Provost (<http://viceprovost.tufts.edu/ovpr-policies/rcr-training/>).

Consultant Costs

- Consultant costs are allowable. Consultant costs should include the total as well as the hourly rate charged by the consultant.

Equipment Costs

- Equipment is described as a durable item that has an acquisition cost of more than \$5,000.

Supply Costs

- Computers, printers, and software are allowable if they are reasonable and necessary for the research project. The brand (Dell, HP, and Apple) should be consistent with your institution's purchasing policies.
- Laboratory supplies, animal and per diem housing expenses, laboratory services and research reference materials used for research or training are allowable costs.
- Publication costs associated with helping you disseminate research findings from the proposed research are allowable.
- General office supplies and expenses including postage, telephone, data plans, and internet costs are not allowable.
- Subject stipends for research participation are allowable.

Travel Costs

- On an annual basis, scholars may budget up to \$2,500 for travel expenses.
- Approximately \$1,500 should be budgeted to attend the BIRCWH meeting held annually in the Fall.
- The remaining balance can be budgeted for additional scientific meetings per year.

Consortium/Contractual Costs

- Consortium/Contractual costs are allowable if **necessary** and **reasonable** to complete the work described in your proposal.

Budget Justification- Identify all the costs that are **necessary** and **reasonable** to complete the work described in your proposal. In a clear, concise manner explain each budget item, using the following as a guide:

- *Personnel Justification:* The Personnel Justification should include the name, role, and number of person-months devoted to this project for every person on the project. It is not necessary to include specific salary and fringe benefit rate figures in the justification, just summary information. Clearly describe your activities as a K Scholar and that of your research staff support.

- *Research Support and Other Expenses Justification:* Additional justification should include explanations and descriptions of all consumable and other expenses requested as necessary for the project listed individually following the categories described above: tuition, consultants, equipment, supplies, and travel.
- *Subcontract Justification:* If you are proposing a subcontract, follow the guidance for Personnel and Research Support and other expenses described above. Please separate the primary and secondary/subcontract institution details in the Budget Justification. Facilities and Administrative (F&A) Costs are permitted at 8% on subcontracts.

An example of a completed Form Page 4: “Detailed Budget for Initial Budget Period” and Form Page 5: “Budget for Entire Proposed Project Period” with a budget narrative is included for your reference.

As with any application, ensure that your specific research administration office has been notified of your intent to respond to a funding opportunity. For any questions regarding budget preparation, please contact the Business Finance Manager at 617-636-6893.

**DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY**

FROM
8/1/2020

THROUGH
7/30/21

List PERSONNEL (*Applicant organization only*)
Use Cal, Acad, or Summer to Enter Months Devoted to Project
Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
James P. McCartney	Scholar	9.48			115,000	90,472	24,428	114,900
Terence S. McQueen	RA	1.2			30,000	3,000	810	3,810
SUBTOTALS →						93,472	25,238	118,710

CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

TRAVEL
BIRCWH and AAP Conferences 2,500

INPATIENT CARE COSTS

OUTPATIENT CARE COSTS

ALTERATIONS AND RENOVATIONS (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)
Research Reference Materials: 3,000
Research Supplies: 12,870
Tuition: 3,333
19,203

CONSORTIUM/CONTRACTUAL COSTS DIRECT COSTS

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (*Item 7a, Face Page*) **\$ 140,413**

CONSORTIUM/CONTRACTUAL COSTS FACILITIES AND ADMINISTRATIVE COSTS

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD **\$ 140,413**

**DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY**

FROM
8/1/2021

THROUGH
7/30/22

List PERSONNEL (*Applicant organization only*)
Use Cal, Acad, or Summer to Enter Months Devoted to Project
Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
James P. McCartney	Scholar	9.24			115,000	88,932	25,968	114,900
Terence S. McQueen	RA	1.2			30,000	6,000	1,752	7,752
SUBTOTALS →						94,932	27,720	122,652

CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

TRAVEL
BIRCWH and AAP Conferences 2,500

INPATIENT CARE COSTS

OUTPATIENT CARE COSTS

ALTERATIONS AND RENOVATIONS (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)
Research Reference Materials: 3,000
Research Supplies: 12,870
Tuition: 3,333
19,203

CONSORTIUM/CONTRACTUAL COSTS DIRECT COSTS

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (*Item 7a, Face Page*) **\$ 144,355**

CONSORTIUM/CONTRACTUAL COSTS FACILITIES AND ADMINISTRATIVE COSTS

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD **\$ 144,355**

**BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD
DIRECT COSTS ONLY**

BUDGET CATEGORY TOTALS	INITIAL BUDGET PERIOD <i>(from Form Page 4)</i>	2nd ADDITIONAL YEAR OF SUPPORT REQUESTED	3rd ADDITIONAL YEAR OF SUPPORT REQUESTED	4th ADDITIONAL YEAR OF SUPPORT REQUESTED	5th ADDITIONAL YEAR OF SUPPORT REQUESTED
PERSONNEL: <i>Salary and fringe benefits. Applicant organization only.</i>	118,710	122,652			
CONSULTANT COSTS					
EQUIPMENT					
SUPPLIES					
TRAVEL	2,500	2,500			
INPATIENT CARE COSTS					
OUTPATIENT CARE COSTS					
ALTERATIONS AND RENOVATIONS					
OTHER EXPENSES	19,203	19,203			
DIRECT CONSORTIUM/ CONTRACTUAL COSTS					
SUBTOTAL DIRECT COSTS <i>(Sum = Item 8a, Face Page)</i>	140,413	144,355			
F&A CONSORTIUM/ CONTRACTUAL COSTS					
TOTAL DIRECT COSTS	140,413	144,355			
TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD					\$ 284,768

JUSTIFICATION. Follow the budget justification instructions exactly. Use continuation pages as needed.

Please see attached continuation page for the detailed budget narrative.

Tufts CTSI**Mentored Career Development Program (K12)****Budget Narrative:** Please reference Form Page 4 and 5 for additional content.**Prime Institution:** Tufts University**Scholar:** James McCartney**Personnel: Year 1: \$118,710; Year 2: \$122,652**

Salary/Wage: Year 1: \$93,472; Year 2: \$94,932

Full time employment based on 2080 hours annually

Fringe Benefit: Year 1: \$25,238; Year 2: \$27,720

Fringe Benefit Rate Year 1: 27%; Year 2: 29.2% for Faculty-Professional and Non-Professional Staff

James McCartney: Year 1: 9.48 Calendar months (79%); Year 2: 9.24 Calendar months (77%)

Dr. McCartney will devote over 9 calendar months to this K12 program and for completing the work outlined in the attached proposal. He will also be responsible for completing the funding requirements detailed in the request for proposals along with developing independent funding proposals at the end of this research training opportunity. In her letter of support, the Department Chair has committed to protecting 75% of Dr. McCartney's time to research as well as to covering any additional salary costs that this protected time may incur.

Terrence S. McQueen: Year 1: 1.2 Calendar months (10%); Year 2: 2.4 Calendar months (20%)

Mr. McQueen will provide research assistance to Dr. McCartney for the duration of this project. During year one, we anticipate a smaller effort commitment (1.2 Cal Mos) for Mr. McQueen as the project will just be launching. As detailed in the project narrative, year 2 will be exceptionally busy collecting and analyzing results and we are requesting 2.4 Cal Mos to support this work.

Travel: Year 1-2: \$2,500

Travel funds budgeted for the BIRCWH annual conference and the AAP National Conference and Exhibition for the scholar's attendance at these events.

Other Expenses: Year 1: \$19,203; Year 2:\$19,203

Research Reference Materials: Year 1-2: \$3,000

Books and other reference materials required to complete the research project outlined in the project narrative.

Research Supplies: Year 1: \$12,870; Year 2: \$12,870

Supplies such as patient incentives, document translations, result and interview transcriptions and all other procedures outlined in the project narrative.

Tuition: Year 1-2: \$3,333

In consultation with Dr. Freund, the anticipated tuition expenses for this application are \$6,666 per year. This amount will support coursework in Study Design and Professional Research Writing in the spring and fall semesters.

**DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY**

FROM
8/1/2020

THROUGH
7/30/21

List PERSONNEL (*Applicant organization only*)
Use Cal, Acad, or Summer to Enter Months Devoted to Project
Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Cherilyn Sarkisian	Scholar	9.48			115,000	90,472	24,428	114,900
Demi Guynes	RA	1.2			30,000	3,000	810	3,810
SUBTOTALS →						93,472	25,238	118,710

CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

TRAVEL
BIRCWH and AAP Conferences 2,500

INPATIENT CARE COSTS

OUTPATIENT CARE COSTS

ALTERATIONS AND RENOVATIONS (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)
Research Supplies: 15,703
Tuition: 3,333 - No F&A allowed on Tuition
19,036

CONSORTIUM/CONTRACTUAL COSTS DIRECT COSTS

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (*Item 7a, Face Page*) **\$ 140,246**

CONSORTIUM/CONTRACTUAL COSTS FACILITIES AND ADMINISTRATIVE COSTS 10,055

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD **\$ 150,301**

**DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY**

FROM
8/1/2021

THROUGH
7/30/22

List PERSONNEL (*Applicant organization only*)
Use Cal, Acad, or Summer to Enter Months Devoted to Project
Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Cherilyn Sarkisian	Scholar	9.24			115,000	88,932	25,968	114,900
Demi Guynes	RA	1.2			30,000	6,000	1,752	7,752
SUBTOTALS →						94,932	27,720	122,652

CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

TRAVEL
BIRCWH and AAP Conferences 2,500

INPATIENT CARE COSTS

OUTPATIENT CARE COSTS

ALTERATIONS AND RENOVATIONS (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)
Research Supplies: 12,540
Tuition: 6,666 - No F&A allowed on Tuition
21,706

CONSORTIUM/CONTRACTUAL COSTS DIRECT COSTS

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (*Item 7a, Face Page*) **\$ 146,858**

CONSORTIUM/CONTRACTUAL COSTS FACILITIES AND ADMINISTRATIVE COSTS 10,055

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD **\$ 156,913**

**BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD
DIRECT COSTS ONLY**

BUDGET CATEGORY TOTALS	INITIAL BUDGET PERIOD <i>(from Form Page 4)</i>	2nd ADDITIONAL YEAR OF SUPPORT REQUESTED	3rd ADDITIONAL YEAR OF SUPPORT REQUESTED	4th ADDITIONAL YEAR OF SUPPORT REQUESTED	5th ADDITIONAL YEAR OF SUPPORT REQUESTED
PERSONNEL: <i>Salary and fringe benefits. Applicant organization only.</i>	118,110	122,652			
CONSULTANT COSTS					
EQUIPMENT					
SUPPLIES					
TRAVEL	2,500	2,500			
INPATIENT CARE COSTS					
OUTPATIENT CARE COSTS					
ALTERATIONS AND RENOVATIONS					
OTHER EXPENSES	19,036	21,706			
DIRECT CONSORTIUM/ CONTRACTUAL COSTS					
SUBTOTAL DIRECT COSTS <i>(Sum = Item 8a, Face Page)</i>	140,246	146,858			
F&A CONSORTIUM/ CONTRACTUAL COSTS	10,055	10,055			
TOTAL DIRECT COSTS	150,301	156,913			
TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD					\$ 307,214

JUSTIFICATION. Follow the budget justification instructions exactly. Use continuation pages as needed.

Please see attached continuation page for the detailed budget narrative.

Tufts CTSI**Mentored Career Development Program (K12)****Budget Narrative:** Please reference Form Page 4 and 5 for additional content.**Prime Institution:** Other Non TU Institution- SUBCONTRACT**Scholar:** Cheryl Sarkisian**Personnel: Year 1: \$118,710; Year 2: \$122,652**

Salary/Wage: Year 1: \$93,472; Year 2: \$94,932

Full time employment based on 2080 hours annually

Fringe Benefit: Year 1: \$25,238; Year 2: \$27,720

Fringe Benefit Rate Year 1: 27%; Year 2: 29.2% for Faculty-Professional and Non-Professional Staff

Cheryl Sarkisian: Year 1: 9.48 Calendar months (79%), Year 2: 9.24 Calendar months (77%)

Dr. Sarkisian will devote at least 9 calendar months to this K12 program and for completing the work outlined in the attached proposal. She will also be responsible for completing the funding requirements detailed in the request for proposals along with developing independent funding proposals at the end of this research training opportunity. In his letter of support, the Department Chair has committed to protecting 75% of Dr. Sarkisian's time to research as well as to covering any additional salary costs that this protected time may incur.

Demi Guynes: Year 1: 1.2 Calendar months (10%) Year 2: 2.4 Calendar months (20%)

Ms. Guynes will provide research assistance to Dr. Sarkisian for the duration of this project. During year one, we anticipate a smaller effort commitment (1.2 Cal Mos) for Ms. Guynes as the project will just be launching. As detailed in the project narrative, year 2 will be exceptionally busy collecting and analyzing results, and we are requesting 2.4 Cal Mos to support this work.

Travel: Year 1-2: \$2,500

Travel funds budgeted for the BIRCWH annual conference and the AAP National Conference and Exhibition for the scholar's attendance at these events.

Other Expenses: Year 1: \$19,036; Year 2: \$21,706**Research Supplies: Year 1: \$15,706; Year 2: \$12,540**

Supplies such as patient incentives, document translations, result and interview transcriptions and all other procedures outlined in the project narrative.

Tuition: Year 1: \$3,333; Year 2: \$6,666

In consultation with Dr. Freund, the anticipated tuition expenses for this application are \$3,333 in Year 1 and \$6,666 in Year 2. This amount will support the tuition costs to complete study design courses, scientific writing courses, and a biostatistics course.

Facilities & Administrative Costs: Year 1: \$10,055; Year 2: \$10,055

This proposal charges the full 8% allowable by NIH guidelines.