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

The CTSI Career Development KL2 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 KL2 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 $115,560. 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 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 $42,000 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. Full time matriculated Master’s degree tuition is allowable at $26,664 annually. 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. Options include the Responsible Conduct of Research course provided free through the Tufts Office of the Vice Provost (http://viceprovost.tufts.edu/ovpr-policies/rcr-training/) or if you are matriculated in the CTS MS Program, CTS 540 Ethics of Clinical Investigation will fulfill this requirement.

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 National Association of Clinical Translational Science (ACTS) Translational Science meeting held annually in early Spring, (http://www.actscience.org/). Scholars/Trainees are eligible to receive a discount on the registration fee due to the CTSI active membership with ACTS. The balance of the funds can be used for transportation, lodging and food cost, as necessary.
• The remaining balance can be budgeted for one additional scientific meeting 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Cal. Mths</th>
<th>Acad. Mths</th>
<th>Summer Mths</th>
<th>Inst. Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
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**SUBTOTALS**

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**CONSULTANT COSTS**

**EQUIPMENT (Itemize)**

**SUPPLIES (Itemize by category)**

**TRAVEL**

ACTS 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: 5,000

Research Supplies: 19,480

Tuition: 6,666

31,146

**CONSORTIUM/CONTRACTUAL COSTS**

**DIRECT COSTS**

$152,356

**CONSORTIUM/CONTRACTUAL COSTS**

**FACILITIES AND ADMINISTRATIVE COSTS**

**TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD**

$152,356
### DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY

#### FROM 5/1/2021 THROUGH 4/30/22

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE ON PROJECT</th>
<th>Cal. Mnths</th>
<th>Acad. Mnths</th>
<th>Summer Mnths</th>
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<th>FRINGE BENEFITS</th>
<th>TOTAL</th>
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**SUBTOTALS**

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**CONSULTANT COSTS**

**EQUIPMENT (Itemize)**

**SUPPLIES (Itemize by category)**

**TRAVEL**

ACTS 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: 5,000
Research Supplies: 15,538
Tuition: 6,666

27,204

**CONSORTIUM/CONTRACTUAL COSTS**

**DIRECT COSTS**

**SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Item 7a, Face Page)** $152,356

**TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** $152,356
**BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD**

**DIRECT COSTS ONLY**

<table>
<thead>
<tr>
<th>BUDGET CATEGORY TOTALS</th>
<th>INITIAL BUDGET PERIOD (from Form Page 4)</th>
<th>2nd ADDITIONAL YEAR OF SUPPORT REQUESTED</th>
<th>3rd ADDITIONAL YEAR OF SUPPORT REQUESTED</th>
<th>4th ADDITIONAL YEAR OF SUPPORT REQUESTED</th>
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<td>OTHER EXPENSES</td>
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<td>TOTAL DIRECT COSTS</td>
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</table>

**TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** $ 304,712

**JUSTIFICATION.** Follow the budget justification instructions exactly. Use continuation pages as needed. Please see attached continuation page for the detailed budget narrative.
Program Director/Principal Investigator: Freund, Karen M.       Tufts University

Tufts CTSI
Mentored Career Development Program (KL2)
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 KL2 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 Association for Clinical and Translational Science annual conference and the AAP National Conference and Exhibition for the scholar’s attendance at these events.

Other Expenses: Year 1: $31,146; Year 2: $27,204
Research Reference Materials: Year 1-2: $5,000
Books and other reference materials required to complete the research project outlined in the project narrative.

Research Supplies: Year 1: $19,480; Year 2: $15,538
Supplies such as patient incentives, document translations, result and interview transcriptions and all other procedures outlined in the project narrative.

Tuition: Year 1-2: $6,666
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** 5/1/2020  

**THROUGH** 4/30/21

**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**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE ON PROJECT</th>
<th>Cal. Mnths</th>
<th>Acad. Mnths</th>
<th>Summer Mnths</th>
<th>INST.BASE SALARY</th>
<th>SALARY REQUESTED</th>
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**SUBTOTALS**

- **Cal. Mnths:** 93,472
- **Acad. Mnths:** 25,238
- **Summer Mnths:** 118,710

**CONSORTIUM/CONTRACTUAL COSTS**

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<th>FACILITIES AND ADMINISTRATIVE COSTS</th>
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**TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD**

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<td>$162,411</td>
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## DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY

**FROM 5/1/2021 THROUGH 4/30/22**

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

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<th>Summer Mnths</th>
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**CONSULTANT COSTS**

**EQUIPMENT (Itemize)**

**SUPPLIES (Itemize by category)**

**TRAVEL**

ACTS and AAP Conferences

2,500

**INPATIENT CARE COSTS**

**OUTPATIENT CARE COSTS**

**ALTERATIONS AND RENOVATIONS (Itemize by category)**

**OTHER EXPENSES (Itemize by category)**

Research Supplies: 540

Tuition: 26,664 - No F&A allowed on Tuition

27,204

**CONSORTIUM/CONTRACTUAL COSTS**

**DIRECT COSTS**

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

$152,356

**CONSORTIUM/CONTRACTUAL COSTS**

**FACILITIES AND ADMINISTRATIVE COSTS**

10,055

**TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD**

$162,411
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<th>3rd ADDITIONAL YEAR OF SUPPORT REQUESTED</th>
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**SUBTOTAL DIRECT COSTS**

(Sum = Item 8a, Face Page) 152,356 152,356

| F&A CONSORTIUM/CONTRACTUAL COSTS | 10,055 | 10,055 |

**TOTAL DIRECT COSTS** 162,411 162,411

**TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** $324,822

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 (KL2)

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 KL2 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 Association for Clinical and Translational Science annual conference and the AAP National Conference and Exhibition for the scholar’s attendance at these events.

Other Expenses: Year 1: $31,146; Year 2:$27,204
Research Reference Materials: $5,000
Books and other reference materials required to complete the research project outlined in the project narrative.

Research Supplies: $19,480
Supplies such as patient incentives, document translations, result and interview transcriptions and all other procedures outlined in the project narrative.

Tuition: Year 1-2: $26,664
In consultation with Dr. Freund, the anticipated tuition expenses for this application are $26,664 per year. This amount will support the full tuition costs to complete a Masters of Clinical and Translational Science at Tufts University Sackler School of Graduate Biomedical Sciences.

Facilities & Administrative Costs: Year 1: $10,055; Year 2: $10,055
This proposal charges the full 8% allowable by NIH guidelines.