

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: “Budget for Entire Proposed Project Period” should be completed to capture all of the direct costs for the entire two-year project period (see attached). If you need further access to these forms, please use the word versions at <https://grants.nih.gov/grants/funding/phs398/phs398.html>.

**The Total Direct Cost limit is \$161,280.**

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 requested may be 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 (Scholar) - The calendar months for the scholar must be equal to or greater than 9 which is equal to 75% effort annually.
- Research Staff Support - The use of Research Assistants and/or Laboratory Technicians may be included as part of **research support budget** explained further in this document. Please list: the name, if known (otherwise use TBD), calendar months, institutional base, salary requested, fringe benefit and the total.
- Limited biostatistical mentorship support from the Biostatistics, Epidemiology, and Research Design (BERD) Center is already budgeted for Scholars. Please obtain a consult from BERD to determine if you require additional effort within the budget for the completion of analyses beyond mentorship. <https://informatics.tuftsctsi.org/pims/request.htm#/>

Scholar Salary Support Examples:

Example 1:

- Institutional Base Salary is \$120,000
- This means you can allocate up to 100% effort equal to 100% salary distribution, if needed (again no less than 75%) but please note this takes away from your overall budget for other expenses including technical staff, supplies, and travel
- Fringe is also added onto the above, let’s say at 27%, therefore total direct costs related to your salary is \$152,400 leaving you with \$8,880 for all other direct costs

Example 2:

- Institutional Base Salary is 165,000
- This means at 75% effort, your salary distribution would equal \$123,750 which is above the threshold of \$120,000, therefore you cannot charge more than 72.727% salary distribution but must commit to 9 calendar months of effort in the proposed budget
- Again, this does not mean that you are only allocating 75% effort, you can certify higher if it is appropriate, but cannot charge more than the above distribution.
- In this example, you can always charge less than 72.727% of the salary but again must commit and certify 75% effort, no less. This is similar to the NIH Salary cap however this cap is specific to NCATS career awards and the difference must be charged to non-sponsored funding.

**Research Support** - On an annual basis, up to a maximum of \$50,000 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/Principal Investigator, Dr. Karen Freund or the Program Manager, Elizabeth Leary PhD, to discuss your specific training needs and how these should be budgeted. All Scholars are encouraged to complete Study Design – CTS 500 (.5 credit) Grant Writing – CTS 538 (.5 credit) and Scientific Manuscript Writing CTS 537 (.5 credit). For tuition, please budget \$1667 for every 0.5 credit. Full time matriculated Master's tuition is allowable at \$26,664 annually.
- 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 through the Tufts office of the Provost (<http://viceprovost.tufts.edu/ovpr-policies/rcr-training/>) or CTS540 Ethics of Clinical Investigation (1 credit)

Consultant Costs

- Consultant costs are allowable. Consultant costs should include the total as well as the hourly rate charged by the consultant.
- Foreign consultants are highly discouraged, however if proposed, please provide a signed letter justifying the foreign work to be performed.

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 a maximum \$2,500 for travel expenses associated with attending national meetings and presenting one's research.
- Approximately \$1,500 should be budgeted to attend the National Association of Clinical Translational Science (ACTS) meeting held annually in April, (<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.
- If travel is required as part of the training (eg. Visiting an outside mentor's laboratory in order to learn a new research technique), this can be included in the training costs and not considered part of the travel costs).

#### Consortium/Contractual Costs

- Consortium/Contractual costs are allowable if **necessary** and **reasonable** to complete the work described in your proposal.
- All consortium/subcontracts must show a separate detailed budget and budget justification using the same 398 forms as well as an institutional Statement of Intent (SOI) and Scope of Work (SOW)
- Foreign components are highly discouraged however if it is to be proposed. In addition to the above, please provide a signed letter justifying the need of the foreign component. Foreign components also requires additional NIH approval.

**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.

An example of a completed Form Page 4: “Detailed Budget for Initial Budget Period”, 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 Andrea Brissette, Research Administrator II, at 617-636-2824 / [abrissette@tuftsmedicalcenter.org](mailto:abrissette@tuftsmedicalcenter.org).