**Tufts CTSI K12 and BIRCWH K12 Career Development Awards**

**Budget instructions**

**Overview**

1. The CTSI K12 and BIRCWH K12 career development programs provide support for two years. We are providing one set of budget instructions for both awards. Once an investigator is funded, there will be slight modifications based on whether the scholar is funded on the CTSI K12 or the BIRCWH K12.
2. The NIH Form Page 4: “Detailed Budget for Initial Budget Period” should be completed for each year of the two-year project period. NIH 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>.
3. Please send all questions to [Tufts.MC.Research.Career.Awards@tuftsmedicine.org](mailto:Tufts.MC.Research.Career.Awards@tuftsmedicine.org).

**Please complete the budget forms using the following guidelines:**

**Scholar support**- Eligible Scholars must be a full time (1.0 FTE) faculty member at the level of Instructor or Assistant Professor at the time of appointment and through the duration of the K12 appointment. For the CTSI K12, eligible Scholars are also an advanced post-doctoral trainee with a plan for a faculty appointment within one year. 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 should include the following information about the Scholar:

* Scholar’s Support – **Salary requested should be at a maximum $120,000 including fringe.** The fringe benefit amount should be calculated using your institution’s current approved rate.
* Calendar Months (Scholar) - The calendar months for the scholar must be equal to or greater than 9 which is equal to 75% effort annually. This might require additional support from your institution to achieve 75% effort within the salary limits
* 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.

**Research Support** - On an annual basis, **a minimum of $10,000 to a maximum of $22,500** 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.

Research Personnel Support

* Research personnel such as research assistant or technicians are part of the research support total costs
* Effort for research personnel should be listed on the personnel portion of the budget template.

Biostats Support

* Limited biostatistical mentorship support from the Biostatistics, Epidemiology, and Research Design (BERD) Center is already budgeted for Scholars. This support is in addition to up to $22,500 research support. Please obtain a consult from BERD to determine if you require additional effort within the budget for the completion of analyses beyond mentorship: [informatics.tuftsctsi.org/pims/request.htm](https://informatics.tuftsctsi.org/pims/request.htm).
* If support beyond the amount already budgeted is required, then list the additional effort for a statistician or analyst in the personnel section. The funds would be part of the research support total

Tuition Costs

* Please speak with the Program Manager, Elizabeth Leary PhD, to discuss courses through the Tufts Clinical and Translational Science Masters of Science Program.
* Unless previously taken or the equivalent, all Scholars are encouraged to complete Study Design – CTS 500 (1 credit), Grant Writing – CTS 538 (1 credit), and Scientific Manuscript Writing CTS 537 (1 credit).
* For tuition, please budget $1666 for every 1 credit. Note that tuition for a full matriculated Master’s tuition is $26,664 annually, and this would require additional institutional support.

Consultant Costs

* Consultant costs should list 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 K12 meeting. 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 (e.g., 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 Elizabeth Pelletier Jones, Research Administrator II, at [elizabeth.pelletierjones@tuftsmedicine.org](mailto:elizabeth.pelletierjones@tuftsmedicine.org).

**Scholar Salary Support Examples**

Example 1: Damian Sarkisian (see below)

* + Institutional Base Salary is $120,000
  + Your institutional fringe rate is 37%
  + You allocate 75% effort for a total of $90,000
  + total direct costs related to your salary and fringe are $123,300 and you are able to allocate the full $22,500 for research support

Example 2: Jennifer P. McCartney (see below)

* Your institutional base salary is $165,000
* Fringe rate at your institution is 33%
* 75% of your base salary is $123,750, above the threshold of $120,000
* You must keep a minimum of $10,000 for research related expenses. Thus, from the total direct costs allowed of $146,5000, you have $136,500 to allocate to salary plus fringe. In this example you can allocate $102,632 to salary + $33,868 for fringe
* The grant covers 62% of your salary ($102,500/$165,000) of your base salary, you must commit 75% effort to the grant. The institutional letter of support in your application states that the institution will cover this difference
* This is similar to the NIH Salary cap however this is cap is specific to NIH career awards and the difference must be charged to non- sponsored funding.

Example 3:

* Your institutional base salary is $90,000
* Your institutional fringe rate is 33%
* At 75% effort, your total salary and fringe equals $89,775. The maximum research related support is $22,500, for a total of $112,280. Thus, you have additional funds available as the maximum allowable direct costs are $146,500
* You are thus able to allocate the full 100% of salary and fringe to the grant of $119,700 and would have an additional $22,500 for research support. The total direct costs submitted would be $142,200

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| Program Director/Principal Investigator: | Freund, Karen / Inker, Lesley / Jaffe, Iris | | |
| **DETAILED BUDGET FOR INITIAL BUDGET PERIOD RECT COSTS ONLY** | | FROM | THROUGH |
| 7/5/2023 | 6/30/2025 |

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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| NAME | | ROLE ON PROJECT | | Cal. Mnths | Acad. Mnths | Summer Mnths | | INST.BASE SALARY | SALARY REQUESTED | FRINGE BENEFITS | | TOTAL |
| Damian Sarkisian | | Scholar | | 9 |  |  | | 120,000 | 90,000 | 31,500 | | 123,300 |
| Demi Guynes | | RA | | 3.6 |  |  | | 30,000 | 9,000 | 3,150 | | 12,150 |
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| **SUBTOTALS** | | | | | | | | | 99,000 | 34,650 | | 133,650 |
| CONSULTANT COSTS | | | | | | | | | | | |  |
| EQUIPMENT *(Itemize)* | | | | | | | | | | | |  |
| SUPPLIES *(Itemize by category)* |  | |
| TRAVEL  K12 National Conferences | | | | | | | | | | | | 2,500 |
| INPATIENT CARE COSTS | | | | | | | | | | | |  |
| OUTPATIENT CARE COSTS | | | | | | | | | | | |  |
| ALTERATIONS AND RENOVATIONS *(Itemize by category)* | | | | | | | | | | | |  |
| OTHER EXPENSES *(Itemize by category)*  Research Supplies: 3,684  Tuition 6,666 | | | | | | | | | | | | 7,850 |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | | | DIRECT COSTS | | | |  | |
| **SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** *(Item 7a, Face Page)* | | | | | | | | | | | **$** | 145,800 |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | | | FACILITIES AND ADMINISTRATIVE COSTS | | | |  | |
| **TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** | | | | | | | | | | | **$** | 145,800 |

Program Director/Principal Investigator: Freund, Karen / Inker, Lesley / Jaffe, Iris Other Non TU Institution

# BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD DIRECT COSTS ONLY

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| BUDGET CATEGORY TOTALS | INITIAL BUDGET PERIOD  *(from Form Page 4)* | 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: *Salary and fringe benefits. Applicant organization only*. | 133,650 | 123,300 |  |  |  | |
| CONSULTANT COSTS |  |  |  |  |  | |
| EQUIPMENT |  |  |  |  |  | |
| SUPPLIES |  |  |  |  |  | |
| TRAVEL | 2,500 | 2,500 |  |  |  | |
| INPATIENT CARE COSTS |  |  |  |  |  | |
| OUTPATIENT CARE COSTS |  |  |  |  |  | |
| ALTERATIONS AND RENOVATIONS |  |  |  |  |  | |
| OTHER EXPENSES | 10,350 | 20,000 |  |  |  | |
| DIRECT CONSORTIUM/  CONTRACTUAL COSTS |  |  |  |  |  | |
| **SUBTOTAL DIRECT COSTS**  *(Sum = Item 8a, Face Page)* | 145,800 | 145,800 |  |  |  | |
| F&A CONSORTIUM/ CONTRACTUAL COSTS |  |  |  |  |  | |
| **TOTAL DIRECT COSTS** | 145,800 | 145,800 |  |  |  | |
| **TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** | | | | | **$** | 291600 |

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 / Inker, Lesley / Jaffe, Iris

Other Non TU Institution - SUBCONTRACT

# Tufts CTSI K12 and BIRCWH K12 Mentored Career Development Program

**Budget Narrative:** Please reference Form Page 4 and 5 for additional content.

**Prime Institution:** Other Non TU Institution- SUBCONTRACT

**Scholar:** Damian Sarkisian

# Personnel: Year 1: $123,300; Year 2: $123,300

Salary/Wage: Year 1: $90,000; Year 2: $90,000

Full time employment based on 2080 hours annually Fringe Benefit: Year 1: $31,500; Year 2: $31,500

Fringe Benefit Rate Year 1: 37%%; Year 2: 37% for Faculty-Professional and Non-Professional Staff

Damian Sarkisian: Year 1: 9 Calendar months (75%), Year 2: 9 Calendar months (75%)

Dr. Sarkisian will devote 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 his letter of support, the Department Chair has committed to protecting 75% of Dr. Sarkasian’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 larger effort commitment (1.2 Cal Mos) for Ms. Guynes as the project will just be launching with data collection effort . As detailed in the project narrative, year 2 involved analyzing and reporting results, and we are requesting 2.4 Cal Mos to support this work.

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

Travel funds budgeted for K12 national conferences for the scholar’s attendance at these events.

# Other Expenses: Year 1 and 2: $7,850

Research Reference Materials: $5,000

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

# Research Supplies: $3,684

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

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| Program Director/Principal Investigator: | Freund, Karen / Inker, Lesley / Jaffe, Iris | | |
| **DETAILED BUDGET FOR INITIAL BUDGET PERIOD RECT COSTS ONLY** | | FROM | THROUGH |
| 7/5/2023 | 6/30/2025 |

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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| NAME | ROLE ON PROJECT | Cal. Mnths | Acad. Mnths | Summer Mnths | | INST.BASE SALARY | SALARY REQUESTED | FRINGE BENEFITS | | TOTAL |
| Jennifer P. McCartney | Scholar | 9 |  |  | | 165,000 | 102,000 | 33,800 | | 136,300 |
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| **SUBTOTALS** | | | | | | | 102,000 | 33,800 | | 136,300 |
| CONSULTANT COSTS | | | | | | | | | |  |
| EQUIPMENT *(Itemize)* | | | | | | | | | |  |
| SUPPLIES *(Itemize by category)* | | | | | | | | | |  |
| TRAVEL  K12 National Conferences | | | | | | | | | | 1,500 |
| INPATIENT CARE COSTS | | | | | | | | | |  |
| OUTPATIENT CARE COSTS | | | | | | | | | |  |
| ALTERATIONS AND RENOVATIONS *(Itemize by category)* | | | | | | | | | |  |
| OTHER EXPENSES *(Itemize by category)*  Research Supplies: 2,034  Tuition: 6,666 | | | | | | | | | | 8,700 |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | DIRECT COSTS | | | |  | |
| **SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** *(Item 7a, Face Page)* | | | | | | | | | **$** | 146,500 |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | FACILITIES AND ADMINISTRATIVE COSTS | | | |  | |
| **TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** | | | | | | | | | **$** | 146,500 |

# BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD DIRECT COSTS ONLY

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| BUDGET CATEGORY TOTALS | INITIAL BUDGET PERIOD  *(from Form Page 4)* | 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: *Salary and fringe benefits. Applicant organization only*. | 136,300 | 136,300 |  |  |  | |
| CONSULTANT COSTS |  |  |  |  |  | |
| EQUIPMENT |  |  |  |  |  | |
| SUPPLIES |  |  |  |  |  | |
| TRAVEL | 1,500 | 1,500 |  |  |  | |
| INPATIENT CARE COSTS |  |  |  |  |  | |
| OUTPATIENT CARE COSTS |  |  |  |  |  | |
| ALTERATIONS AND RENOVATIONS |  |  |  |  |  | |
| OTHER EXPENSES | 8,700 | 8,700 |  |  |  | |
| DIRECT CONSORTIUM/  CONTRACTUAL COSTS |  |  |  |  |  | |
| **SUBTOTAL DIRECT COSTS**  *(Sum = Item 8a, Face Page)* | 146,500 | 146,500 |  |  |  | |
| F&A CONSORTIUM/ CONTRACTUAL COSTS |  |  |  |  |  | |
| **TOTAL DIRECT COSTS** | 146,500 | 146,500 |  |  |  | |
| **TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** | | | | | **$** | 293,000 |

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 / Inker, Lesley / Jaffe, Iris Tufts University

# Tufts CTSI K12 and BIRCWH K12 Mentored Career Development Program

**Budget Narrative:** Please reference Form Page 4 and 5 for additional content.

**Prime Institution:** Tufts University

**Scholar:** Jennifer McCartney

# Personnel: Year 1: $136,300; Year 2: $136,300

Salary/Wage: Year 1: $102,000; Year 2: $102,000

Full time employment based on 2080 hours annually Fringe Benefit: Year 1: $33,800; Year 2: $33,800

Fringe Benefit Rate Year 1: 33%; Year 2: 33% for Faculty-Professional and Non-Professional Staff

Jennifer McCartney: Year 1: 9 Calendar months (75%); Year 2: 9 Calendar months (75%)

Dr. McCartney will devote over 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 her letter of support, the Department Chair has committed to protecting 75% of Dr. McCartney’s time to research as well as to covering the additional salary costs that this protected time incurs.

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

Travel funds budgeted for the K12 national conferences for the scholar’s attendance at these events.

# Research Supplies: Year 1: $2,034

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

# Tuition: Year 1-2: $6,666

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.