

## Tufts CTSI K12 and BIRCWH K12 Career Development Awards Budget Instructions For Applications

### Overview

The CTSI K12 and BIRCWH K12 Career Development programs provide support for two years. We are providing one set of budget instructions for both applications for purposes of grant review. Once an investigator is funded, budget instructions specific to each K12 award will be provided.

Please note that both K awards require a minimum of **75% effort (time devoted to all research activities)** based on 1 FTE for a 12-month period. If funded, you will be asked to provide a budget detailing your planned level of effort with associated salary and fringe benefits. Please ensure that the letter from your institution includes a statement that confirms the department's commitment to 75% time devoted to research-related activities related to the funded K12 award, and commitment to supporting the difference (if any) in salary and fringe between the award and 75% of the candidate's actual salary/fringe, not using federal dollars. Please see additional instructions for the letter in the [instructions for full application](#).

The K awards provide **limited biostatistical mentorship** from the Biostatistics, Epidemiology, and Research Design (BERD) Center.

In addition, the K awards provide **\$10,000 - \$22,500 in Research-Related Expenses** annually for research support that may include items such as tuition, travel, research staff, and/or research services from Tufts CTSI.

Identify all the costs that are necessary and reasonable to complete the work described in your proposal. Prepare a detailed budget (table, see Appendix A) and plan (written justification) for the use of these funds. All items must be listed in the table and add up to the total requested amount. The justification should be detailed and supported.

If your mentors are recommending, requiring, or providing any Research-Related Expenses, please ensure those are detailed and included in their Mentor Letter of Support.

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:

**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, research staff support, statistical support, or others. Identify all the costs that are necessary and reasonable to complete the work described in your proposal. Please see example of table at the end of the document.

#### 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 table

#### Biostats Mentorship

- Limited biostatistical **mentorship** from the Biostatistics, Epidemiology, and Research Design (BERD) Center is already included for Scholars. Additional support can be included

in the research costs. Please see CTSI Support below.

### CTSI Support

- A full list of CTSI resources and services is available here <https://www.tuftsctsi.org/research-services/>. Examples of services that may be helpful include statistical analysis, recruitment and retention support, research process improvement, database design, setup of data quality checks, cohort discovery, identification of common data models and common data elements, study variable operationalization, conducting surveys, interviews, and focus groups.
- Cost estimates for Tufts CTSI services can be obtained by entering your request here: <https://tuftsctsi.my.site.com/s/>.
- A service quote will be provided to include in your budget justification.

### Tuition Costs

- Please speak with the Program Manager, Elizabeth Leary PhD, to discuss courses through the Tufts Clinical and Translational Science (CTS) Master's 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 or 539 (1 credit), and Scientific Manuscript Writing CTS 537 (1 credit).
- For tuition for CTS courses, 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.
- You may propose to take courses through other programs or institutions, as relevant to your training needs.

### 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 Association of Clinical Translational Science (ACTS) at least one time during the two-year award. The meeting is 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 (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 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 for the foreign component. Foreign components also require additional NIH approval.

**Budget Narrative 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 or number of hours devoted to this project for every person on the project. Effort of the Scholar should be listed at 75% but no dollars need to be specified. For other personnel, it is not necessary to include specific salary and fringe benefit rate figures in the justification, just summary information. Clearly describe the activities 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, CTSI services, 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.

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).

Appendix A: Budget table example

	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
Personnel <i>(list rows for each person to be funded)</i>			
Consultants			
CTSI services <i>(list all services on separate rows)</i>			
Tuition			
Equipment			
Supplies			
Travel			
<b>Total</b>			

Include a separate table for subcontracts with a separate summary table computing totals across all tables