

## Budget Checklist

Use this checklist to help you create your grant proposal budget.

Done?	Action item
	Double check sponsor guidelines/funding opportunity for costs that are not allowed. Be sure those are not in your budget.
	Discussed any academic year effort or release time on your proposed project with your department chair/dean.
	Discussed any cost share/match with Grants and Sponsored Programs and/or have a documented plan and approval.
	Used the sponsor's budget template, if applicable.
	Budget justification included, if applicable.
	Everything in your project description which would incur cost is shown in the budget.
	Every cost in the budget is mentioned in the project description.
	Budget includes items required by the sponsor, if applicable (example: travel to a conference).
	Work with Grants Coordinator to double check that salaries, wages, and fringe benefits have been calculated correctly for all personnel (faculty, staff, and students).
	Indirect (F&A) costs have been included, if allowed by the sponsor.
	All costs in the budget are allowable, allocable, and prudent/reasonable.
	The budget is realistic.
	You have avoided inflating costs.
	You double checked the math.