SAINT LOUIS ✠ **UNIVERSITY**™

Office of the Vice President for Research
Standard Operating Procedure

Budget Development
#1002
Effective Date: 11/30/2018

I. **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how the budget development process is handled by Pre-Award Specialists (PAS). Following this procedure will help PAS provide a uniform and quality level of service to Principal Investigators (PI) in the budget development process.

II. **Introduction**

When a PI contacts the PAS regarding an upcoming submission, one of the first items that the PAS should work on with the PI is the budget. Developing the budget early in the pre-award cycle minimizes mistakes and ensures the budget conforms to sponsor guidelines. It is important to draft a budget early when subcontractors are involved, to ensure subcontracting organizations are provided ample time to create budgets for their subcontract work.

III. **Procedure**

After a PAS is made aware of an upcoming grant submission, the PAS should, either in the initial conversation/email reply or shortly thereafter, obtain the PI's budget needs. In this conversation, the PAS will want to ascertain whether a subcontractor or consultant will be involved, if cost-share will be applicable, and if the fringe rate must be adjusted to meet sponsor guidelines. Additionally, the PAS needs to know how many internal personnel are involved in the project, the planned effort for each person/position, and, if students are involved, the hourly or yearly rate for the student position. Finally, the PAS will need to ask the PI for all other budgetary items, including equipment, travel, supplies, and other costs. Once all budget needs are gathered, the PAS creates a preliminary budget for the PI. The PAS and PI review the budget for accuracy and ensure that it adheres to the sponsor guidelines. If the PI needs to revise the budget, s/he will send changes to the PAS to make. Once the budget is final, the PI should write the budget justification and use the budget to ensure both documents are accurate. Once completed, the PI will send the budget justification to the PAS for a final

review. The PAS then loads the budget and budget justification into the research administration system for internal review by the appropriate budget reviewer.

If cost-share is involved, the PAS should contact the PI's department chair to make him/her aware that cost-share is involved with the proposal. The PAS should make clear to the department chair what the department will be responsible for paying if the grant is awarded. The PAS should notify the Associate Dean for Research (ADR) or equivalent of the PI's unit of the cost-share as well. The department chair and ADR are asked to make note that they approve the cost share when approving in the research administration system, but if they approve the proposal overall it is not required that they make such a note.

IV.   Version History

Version Date	Approval Date	Summary Changes
[11/30/2018]	[11/30/2018]	Initial Version