



# Sponsored Projects Budget Preparation

**Office of Research  
Policy No 2.4**

*Effective Date: 1 July 2021  
Last Update: 21 June 2021*

## **I. Policy Summary**

Principal investigators are responsible for the preparation and justification of the fiscal budgets of their sponsored project proposals. Academic leadership at the departmental, college, and institute levels has the responsibility of approving budgets. The Office of Research provides financial and administrative support for the management of these activities.

## **II. Policy Purpose**

The purpose of this policy is to outline institutional expectations for the budgeting of sponsored projects.

## **III. Policy Scope and Applicability**

This policy is in effect for all units of NJIT and applies to all sponsored project budgets.

## **IV. Definitions**

N/A

## **V. Policy Statement**

Principal investigators are responsible for the development and justification of budgets for their sponsored project proposals. In preparing these budgets, the institute expects the following guidelines to be followed:

1. All budgets are developed to respond to the specific scope of work for the project being proposed.
2. All budget expenses will be allowable, allocable, reasonable, and in accordance with sponsor expectations.
3. Overhead and fringe costs will be charged to all projects in accordance with the institute's current rate agreement with the Department of Health and Human Services. The only exception to this expectation is when publically available, published calls for proposals limit the overhead that may be charged.
4. Graduate student funding on sponsored projects should take the form of full-year stipend and tuition support insofar as possible while following (1) and (2).

## **VI. Budgeting Guidelines**

Budgets for sponsored projects must be developed in consideration of the proposed scope of work, deliverables, project needs, requested funding amount and account for the sponsor's requirements as detailed in the specific solicitation or funding opportunity. Within these constraints, the development of budgets, with the approval of department of chair and college dean, should prioritize the distribution of personnel funding within the following framework:

1. Full support for a PhD student with tuition and stipend should be budgeted. Additional support for master's degree and undergraduate students should be included where possible.
2. One month of summer salary support should be included after meeting the full student support requirement.
3. For proposals with funding agencies that allow academic year release time, the budget should include academic year salary release equivalent to one course release for 1/8 of the academic year salary.
4. Faculty summer salary up to a second full summer month may be budgeted after (1)-(3) are met.
5. Full support for a second graduate student with tuition and stipend. If a second graduate student is not requested, personnel needed to meet the commitments of the grant should be prioritized, including post docs, lab technicians and other students.
6. For proposals with funding agencies that allow academic year release time, the budget should include additional academic year salary release equivalent to one course release for 1/8 of the academic year.
7. Additional faculty summer salary up to a total of 3 summer months may be budgeted after (1)-(6) are met.

For the above, the salary release may be used to provide additional faculty research support expenses including graduate and undergraduate student support upon the approval of department chair and college dean, but it cannot be used for faculty summer salary.

## **VI. Procedures**

Proposal budgets must be approved by appropriate chairs, center directors, and deans before a proposal will be submitted to the sponsor. Deans, chairs, and center directors may delegate approval authority (e.g. to an associate dean for research). Any such delegation of authority must be communicated to the director of pre-award services in the Office of Research so that system roles and approval settings can be set.

Additionally, the senior vice-provost for research must approve proposals that include mandatory institutional matching funds before such proposals are submitted.

Budget approvals are recorded in Streamlyne, our grant management information system, as part of the proposal submission process.

## **VII. Roles & Responsibilities**

Principal investigators have the responsibility of developing and justifying budgets for their sponsored project proposals.

College directors of research or project managers will assist in budget development and help guarantee that budgets meet sponsor and institutional expectations.

Chairs, center directors, and deans have the responsibility of approving proposals budgets to guarantee that budgets are consistent with the proposed scope of work as well as adhere to sponsor, institute, and local (e.g. college or department) expectations.

The senior vice-provost for research, in consultation with deans, center directors, and chairs, has the responsibility for approving any budget that includes mandatory institutional matching commitments.

## **VIII. Authority and Responsibility**

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration by email or phone.

### **Related Policies and Regulations**

[Principal Investigator Eligibility and Criteria for Exceptions](#)

[Cost Share](#)