



Policy on Sponsored Projects Budget Preparation

Office of Research
Policy No. 2.4

Effective Date:
Last Update: 11 November 2020

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

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

The following guidelines should be followed in developing projects insofar as is possible. Deans are responsible for ensuring that deviations from these expectations are necessitated by the nature of the technical project being proposed:

1. Student support for at least one student in the form of stipend and tuition support equal to the twelve-month support required by the university's contract with UCAN should be prioritized before a second month of summer salary support is proposed.
2. Where applicable, academic year release time in the form of at least 7.5% of a principal investigator's academic year salary should be budgeted before the second month of summer salary support.

3. Student support for at least one additional student in the form of stipend and tuition support equal to the twelve-month support required by the university's contract with UCAN should be prioritized before a third month of summer salary support is requested.
4. An additional 7.5% of the principal investigator's academic year salary should be budgeted before a third month of summer salary is requested.

Colleges, centers, and departments may have additional expectations in regard to the budgeting of academic year release time, faculty summer salary, and graduate student support. Any additional guidelines must be consistent with (1) – (3) above. Collegial, departmental, and center budget expectations should be provided to faculty and Office of Research management on a yearly basis so that compliance with such expectations can be managed.

VI. Procedures

Proposal budgets are expected to 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 Streamlyne 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.

Related Policies and Regulations

2.2 Policy on Submission of Sponsored Project Proposals

2.4.1 Policy on cost share