

Grantmanship

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Exploring Budgeting Agenda

- Costing budgets for projects
- Discussion on the UKZN overhead policy, principles and implementation



Costing budgets for projects

- Proposal – needs to include breakdown of financial support requested
- The budget should reflect the best estimate of the costs reflected to conduct the work outlined in the other sections of the proposal



Costing budgets for projects cont.

- Preparation – Most sponsors provide detailed instructions for budget preparations;
- Many provide budget forms or require a specific format.
- Always read the agency guidelines before preparing a proposal budget.



Budget Categories

- Cost Categories – Proposal budgets generally include two basic categories of costs: direct costs of the proposed project and facilities and administration costs (f&a or indirect) costs.
- Both are real costs.
- Direct costs + indirect costs = **total costs (or full cost)**



Budget categories cont.

- Personnel – Salaries and Wages
- Consultant Costs
- Equipment
- Supplies
- Travel
- Other Direct Costs – stipends, dissemination costs, telecommunications, meeting costs, participant costs, computer usage and maintenance, rental costs



Budget categories cont.

- Indirect (F&A) costs – represent those expenses that cannot be easily identified to any specific project
- E.g. maintenance of facilities, building depreciation, space, utilities, accounting and other services



Budget tips to consider

- Include escalations for multiple-year projects
- Watch your exchange rates for foreign funds
- Note the importance of financial reporting – especially if donor templates need to be used.
- Try and include a contingency amount for emergency costs.



UKZN Overhead recovery policy

- The costs of central university activities (such as building maintenance or support services) are recovered via the overhead charges levied to projects.
- The current policy was approved and updated by Senate in March 2010.
- Policy from 1 January 2012, is now 17.5% (15% overheads and 2.5% admin fee)
- Projects signed prior to 2009 was 8%, and from 2009 to 2011 was 10%



UKZN Overhead recovery policy cont.

- Exceptions:
 - Bursaries and scholarships
 - NIH(F&A Costs capped at 8%)
 - WRC (overhead costs recovered from HR costs – no separate line item)
- ** Only DVC Research can grant any kind of waiver or deviation from policy ****
- Split of the 10% = 50% UKZN, 25% School, 25% RO



Sources of Funding

- Research Office provides funding for: -
 - Post-doctoral Scholarships (mostly moved to colleges now) – Research Office administers the short-term (scholarships for writing)
 - Doctoral Research Grants
 - Competitive Research Grants (also calls from Colleges)
 - [One call per year – July to September, funds released following year in January]**

Statutory Awards

- Research Office facilitates the submission of applications to statutory bodies like
 - NRF
 - MRC
 - SANPAD
- Research Office will put out all the calls from these bodies on the UKZN LAN as a notice.

Questions?

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