Pre-award:

CREATE A REALISTIC BUDGET PROPOSAL:

☑ Invest the time to identify all resources required in your study protocol
☑ Study the agency’s guidelines
☑ Determine realistic approximations for budget proposal:
  ● Back-up estimates with evidence of likely costs; be credible
  ● Shop around
  ● Provide detailed documentation

◆ Salaries: establish the time effort needed for this project for each person
◆ Get a salary range for postdocs/techs:
  ✔ Human Resources web site: http://www.bu.edu/hr
  http://www.bu.edu/hr/home/managers-toolkit/compensation/
◆ Equipment and technologies: investigate the available in-house resources
  ✔ BU Core Facilities: http://www.bu.edu/cores/cores/
  ✔ Get estimates from vendors
◆ Supplies:
  ✔ BU Sourcing: http://www.bu.edu/sourcing/

☑ Establish the timeline

Post-award:

Anticipate adjustments to the proposed (and approved!) budget

Find ways to reduce expenses on adjustable non-discretionary expenses to create capacity for new initiatives