

## BUDGET PREPARATION CHECKLIST

**Check**

Consult with the appropriate SPA on any questions regarding the following:

**A. Budget Development and Clearance**

- 1. Does the budget accurately reflect the narrative?
- 2. Will the budget cover the project costs?
- 3. Which units and who's personnel at the University are being committed in the budget and have the appropriate individuals been apprised of and approved the submission?
- 4. Are the costs listed in conformance with the [Sponsor Guidelines](#)?
- 5. Do the facilities described in the proposal currently exist? Are they adequate to support the program? If not, have appropriate consultations occurred to determine how will they be addressed?
- 6. Do the guidelines indicate that this budget is within the sponsor's funding range?

**B. Cost sharing**

- 1. Does the agency have a written policy requiring cost sharing?
- 2. What is the source of the cost sharing funds?
- 3. Has cost sharing been approved by those authorized to make a commitment (Chair, Dean, Vice President for Research for University, and the Office of the Provost)?

**C. Collaborating institutions**

- 1. Has the collaborating institution been reviewed in the Federal Audit Clearinghouse or approved by Grants and Contracts Accounting Services?
- 2. Has an authorized official approved participation and budget for his/her institution in writing?
- 3. Are the collaborating institution's responsibilities clearly delineated (scope of work)?
- 4. Is the budget consistent with the sponsor's cost accounting standards?
- 5. Have you confirmed the collaborating institution's status vis-à-vis the investigator and/or GW? (No conflict of interest)

**D. Direct Costs**

a) Personnel

- 1. Is the individual designated as PI eligible to direct programs at GW?
- 2. Is the time commitment consistent with his/her academic responsibilities?
- 3. Is the time on the budget commensurate with the activity reflected in the narrative?
- 4. Is the time available to this individual? (check other support)
- 5. Are the people described already employees of the institution? If not, are personnel policies being followed?
- 6. Are the individuals listed as key personnel truly key to the project?

b) Consultants

- 1. Are there any individuals listed as consultants who are employees at GW?
- 2. Is the individual truly serving in a consultant capacity? (Twenty-factor test)
- 3. Does the time commitment reflect the IRS definition of a consultant?
- 4. Do requested costs follow [Sponsor Guidelines](#)?
- 5. For summary of applicable requirements for purchasing services, see the Procurement department web site.

c) Travel

- 1. Is foreign travel distinguished from domestic? (Check sponsor's definition of foreign travel)
- 2. Is the travel properly substantiated?
- 3. Do requested costs follow [Sponsor Guidelines](#)?

d) Equipment

- 1. Has the equipment been screened for availability elsewhere on the campus?
- 2. Is the capital equipment as defined by the agency?
- 3. Does the equipment have any space or facilities ramification (Is there room for it and is the environment adequate to sustain it?)
- 4. Have all ancillary costs been accounted for (installation, renovation, maintenance)? Who is paying for ancillary costs? (cost sharing implications)
- 5. For summary of applicable requirements for purchasing services, see the Procurement office web site.

e) Other Costs

- 1. Are the other costs adequate and appropriate? (Possible categories include, but are not limited to: students, materials and supplies, tuition, participant support, printing/duplicating, postage, long-distance/telex, animal care, human subjects payments)

**E. Facilities and Administrative Costs**

- 1. Is the calculation of F&A cost consistent with GW's federally negotiated base and rate as stated in [Institutional Information](#)?
- 2. If sponsor limits indirect cost recovery, how is the difference between this amount and the amount required for full recovery handled?
- 3. Has the PI correctly distinguished between on- and off-campus activities?