

TIPS FOR GRANTS

Start with your budget first. Use the GSAPP Sample Budget Template.

Begin drafting a budget narrative after you have a completed budget and full project scope details.

See example budget narratives on the Grants Office Website - Budget Resources Section.

INVESTIGATORS

Determine who will serve as Principal Investigator (PI). This is key.

Does the PI have publications (peer-reviewed journal articles) aligned with the proposed project? If no, invite a very strong Co-PI with a publication record.

Does the PI have prior (major) grants? If no, invite a very strong Co-PI with a grant record.

If you are the PI - carefully estimate your time to successfully execute the project – include academic year (AY) effort and summer (S) effort if possible in the budget. Note PIs leading major grants typically work significantly more time than is actually financial supported by the grant budget. For example, you may have 1 course release per semester, but work 2 or more days per week to execute the project well.

1 course release is 12.5% per semester (AY); 2 course per academic year (AY) 25% (plus fringe/benefits approx. 50%)

If you are bought out from all teaching due to other grants and administrative roles and need effort to put into your grant – option: in consultation (Reddy & Dean Conway) may be able to include a percent of time devoted to service/clinical supervision to support you.

Summer efforts – 1 month is 1/9 of a faculty base salary (plus 7.65% fringe/benefits apply).

It is common to include 15 to 20% effort for PIs; including less than 15% effort may be questioned by grant reviewers (consult your program officer on this matter).

PIs or Co-PIs outside of Rutgers University constitute subcontracts – F&A is applied to the first \$25,000 on Project Year 1

Note: Rutgers faculty cannot be “paid as consultants” on grants submitted by Rutgers’s faculty. Rutgers faculty can serve as in kind consultants or be paid for their time via coadjunct appointments (see Usha).

PROJECT STAFF

Will project staff (non-faculty) be hired?

Project managers are key staff – Can your budget afford a full-time or part-time project manager?

Project managers are critical for managing the day-to-day operations of a large project. It is important that investigators carefully consider the responsibilities and skills needed and select the Rutgers’s HR CARF grade for this position (e.g., CARF - research analyst grade 5 versus project coordinator grade 3; see Usha). For full-time project staff the grant budget must support salary plus fringe/benefits.

Will a post-doctoral associate be hired (full or part-time)? Post docs full-time salaries are approx. \$50,000 not including fringe/benefits.

You can hire part-time staff (up to 19 hours per week, paid hourly) this a Class 4 (See Usha) – note there is no fringe/benefits or tuition remission.

STUDENT SUPPORT STAFF

Will graduate student support be needed? Options:

- A. Graduate research assistant – (Current salary \$28,569+fringe 25.03%+ tuition (GSAPP full time student tuition per year \$24,303, total for a year \$60,023); max 15-20 hours per week.
- B. Graduate students can be paid hourly for work on projects (e.g., \$20 per hour).

Will undergraduate students be needed?

Undergraduate students are an excellent resource for grants. Through SAS – Department of Psychology undergraduates are required to participate in faculty research for research credit (3 credits per semester). You will need to create a brief description of the research training and obtain a sponsor i.e., faculty member from the department of psychology (Maurice Elias, Terrance Wilson can serve).

Paid undergraduate research assistants can also be secured through the Aresty Program see <https://aresty.rutgers.edu/>

OUTLINE THE SCOPE OF YOUR RESEARCH PROJECT

Detail each study and sample needed.

Determine if studies require participant training (i.e., budget participant support fees)?

Determine if participants will receive incentives (i.e., human subject fees)?

Note F&A does not apply to participant support fees; F&A applies to human subject fees.

Consider if local travel is needed

Consider if conference travel is needed

For NSF grants – transferring unused funds from one budget line to another line requires written permission from the program officer.

VENDORS

Are you including any vendors outside of Rutgers? If yes, list the vendor, very briefly describe why they are included (i.e., sole source). Once your grant gets funded you will need to work with the Usha and procurement department on obtaining approval for the specific vendor as a sole source.

COST SHARING

ORSP discourages cost sharing in general.

Cost sharing has different forms: 1) funds contributed by Rutgers University to support the project or 2) in kind resources or faculty or staff effort contributed to support the project. Options 1-2 require the Dean's written permission and the memo must be submitted to the ORSP representative.

POST-AWARD (funded grants with cost sharing) - Grants Contracts Accounting (GCA) generates two budgets: 1) actual budget and 2) cost sharing budget – both require PI to e-certify.

CONSULTANTS

Select your consultants BUT carefully consider what you can afford in your budget first.

Do you want consultants to provide expert feedback via phone meetings (cheaper) or be required to travel to meet with you and your team at a location (Rutgers, conference etc..).

Example: Phone meetings – approx. 2 hours @ \$150 per hour = \$300 per project year?

Example: Meetings in person – must include consultant's day rate you can afford (e.g., \$1,500 per day) and travel stipend (\$1,200) per meeting. Please note the consultant's day rate may be must higher in the public sector. You are inviting them to serve as a consultant on a federal grant. Grant agencies may have limits on day rates.

Example: **External evaluator** – you can budget for a set number of days (e.g., 9 days @ day rate) which can include their travel, data collection (via interviews, surveys etc.), analysis and report writing.

SINGLE IRB REQUIREMENT: ALL FEDERALLY FUNDED PROJECTS

All federally funded collaborative human subjects grants that include multiple institutions must use a single IRB and include specific costs in their budget to support this item. This is a federal requirement for all institutions in the US (NEW 2020).

IMPORTANT YOU MUST EMAIL THE GSAPP GRANTS OFFICE AS SOON AS POSSIBLE! We need to contact the Rutgers IRB Reliance Administrator at IRBRelianceAdmin@ored.rutgers.edu **at least five (5) to six (6) weeks prior to the due date of the proposal** to obtain additional information regarding the process of determining who will be the IRB of record and how to properly include IRB fees in your budget. For further assistance, please visit the eRIB website at <https://eirb.rutgers.edu>

QUESTIONS REGARDING INDIRECT RATES

Rutgers has several federally negotiated indirect rates that are used based on the project goals/scope and use of resources on-campus. Please see:

https://costanalysis.rutgers.edu/sites/default/files/Rutgers%20University%20RA_executed_20190225.pdf

FAQs: <https://costanalysis.rutgers.edu/faqs-about-transition-new-fa-rates>

If you have questions about selecting the appropriate indirect rate - please contact the Grants Office. Please see Grants Office Policy.

DEADLINES FOR SUBMISSIONS OF BUDGET AND PROJECT NARRATIVES

GSAPP must follow the ORSP deadlines for all grant submissions. It is critical to get your budget done first and approved by the Dean. Investigators can continue to work on their narratives and appendices. E-communication to the Grants Office and ORSP are needed to ensure you are properly supported.

<https://orsp.rutgers.edu/proposal-deadlines>

Grants office (Jayshree) manages all communications and questions directly with ORSP representative for grant submissions. Grants office (Jayshree) will include PIs on all email communications with ORSP. PIs do not need to directly contact ORSP.