DIXON TRANSLATIONAL RESEARCH GRANTS INITIATIVE

BUDGET TEMPLATE INSTRUCTIONS

1. Include **direct costs only**. RIC and Childrens have waived indirect costs for this competition.
2. If the project involves multiple institutions, treat the PI's institution as the primary institution and include a subcontract page (page 1A), otherwise you should delete page 1A.
3. Travel will generally not be funded unless it is judged to be a vital component to the project's success. Travel expenses must comply with NMF's travel spending policies, which limits total travel expenditures to $1,500 per trip per person. Computer purchases are not allowed. Equipment should be limited and reserved for specialized, otherwise unavailable items that are critical to the completion of the project. Other expenses are restricted to standard NIH guidelines.
4. **All contributors on the grant should be listed, even if not drawing salary*.** If any investigator is contributing effort but not drawing salary, please explain – cost-sharing must be approved by your department in advance. PI salary is subject to NIH rules and caps but some amount of effort for the PI and anyone listed as a co-investigator is required. For collaborators with no measurable effort, consider listing them as an "Other Significant Contributor" (someone that contributes to the project but without measurable effort).
5. Salary should be determined using the person months system.
6. Fringe benefit rate should be calculated using the current full **non-federal** rate.
7. If you are planning to use the Clinical Research Unit (formerly the GCRC) for clinical studies, you must first contact Kelly Carroll at k-carroll@northwestern.edu or Tom Hanko at t-hancko@northwestern.edu to develop an accurate budget.

*Please also list all key personnel in the main web submission tool. Biosketches are required for all key contributors and OSCs. This includes post-docs but not graduate students.

Note: Budgets may be reduced based on reviewer feedback. Principal Investigators will be asked to resubmit revised budgets if necessary.

Submission in .pdf format of all documents is required. Free PDF conversion tools can be found at www.pdf995.com.

If you need assistance or clarification of any of the forms or encounter a different problem with the web submission tool, please contact Jim Bray at j-bray@northwestern.edu.