*Note: Delete all items that appear in purple italics.*

**Project title:** *Project title*

**Applicant name:** *Resident/Fellow Name*

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Expense Categories\*** | **# Units** | **Cost/Unit** | **Total Projected Expense** |
| Research assistant services |  |  |  |
| Equipment |  |  |  |
| Research supplies and/or office supplies |  |  |  |
| Patient care costs |  |  |  |
| Sample processing/shipping |  |  |  |
| Subject stipends |  |  |  |
| Animal costs |  |  |  |
| Special costs |  |  |  |
| Travel for dissemination of research results |  |  |  |
| ***TOTAL*** |  |  |  |

*\*This is a list of common expenses. However, it is not meant to be all-inclusive and may vary between projects.*

**Budget Justification**

*A* ***budget justification*** *is required for all projects.*

***INSTRUCTIONS***

* *The maximum allowable total budget is $15,000 for this grant.*
	+ *Funding is limited to a maximum of $5,000 for retrospective chart review, survey, and quality improvement projects. If such projects need additional funding, specific justification must be provided.*
	+ *Please do not request funding above $15,000.*
* *If additional funds are to be utilized in addition to this award to complete the project, please explain the source and amount of the other funding and the delineation that will be made between the two funding sources.*
* *The following rates should be utilized to ensure consistency across projects for comparable services/items.*
	+ *Subject stipend: $25 per visit.*
	+ *Research assistant (i.e., student internship stipend) hourly rate: $12 per hour.*
	+ *Statistician hourly rate: $75 per hour.*
* *Enter whole dollar amounts only (no decimals).*
* *If more than one unit will be purchased of an item listed, please specify the unit cost and the number of units necessary to complete the project.*
* *Please be as specific as possible in regard to the categories that will be utilized in the project budget. For example, if computer software is to be purchased for the project, identify the actual name of the software to be purchased.*
* *A reasonable inflation rate may be included in the proposed budget due to the lag time between the initial submission and the awarding of the grant money.*
* ***Allowable expenses*** *include research assistant services (i.e., student internship stipends); equipment costing less than $1,000; research supplies and animal costs; computer-related costs unless generally covered by Prisma Health Information Technology Services; special costs (pathology, laboratory, audiovisual, etc.); travel related to the dissemination of the research results (capped at $1,500 per resident on the project).*
* ***Non-allowable expenses*** *include provider or resident salaries; indirect costs; per diem charges for medical and hospital care; dues or memberships; books and periodicals; furniture; travel by non-resident co-investigators for the dissemination of the research results; travel by any investigator to conferences when the research results will not be presented. Do not include publication fees in the project budget, as fees (up to $1,000) must be requested in addition to the requested budget when needed.*
* *An example of a Budget and Budget Justification is located on the* [*Grant In Aid webpage*](https://academics.prismahealth.org/research-and-innovation-institute/research-development/internal-grant-funding-opportunities/grant-in-aid)*.*

***If an award is made:***

* *You will be provided additional details and instructions to access the funds. If you have any questions about accessing of funds, or other budgetary questions, please contact John Ballentine, Executive Director-Academics Fin Admin (434-4428;* *John.Ballentine@prismahealth.org**) or Cassandra Kohn, Medical Education Asst. (434-4426;* *Cassandra.Kohn@prismahealth.org**).*
* *Once budgets are approved, any changes to the submitted budget should be provided in a progress reports.*
* *If funds are utilized to purchase equipment, the equipment must be retained and used within the department in which the resident/fellow resides upon completion of the project. The equipment cannot be retained for personal use by the resident/fellow.*
* *Travel related to the dissemination of the project results MUST be completed during the awardee’s residency/fellowship (e.g., the travel cannot occur after graduation.) An alternative would be to transfer the project via a Progress Report to a non-graduating resident/fellow to allow for the dissemination of the project results in an upcoming year.*