

AFRI budget tips

- 1) **Proposal worksheet** - Complete the proposal worksheet and contact the Pre-Award Center with budget information as early in the process as possible.
<https://www.purdue.edu/business/sps/webapp/proposal/proposalworksheet.php>
- 2) **Personnel** – Confirm the individuals on the project-Co-PI, Senior Key Personnel, Collaborators and the role/work on the project. Our office can guide you on the roles from a NIFA perspective. After roles are confirmed, our office can inform the PI of personnel documents needed for submission.
- 3) **Sub awards** – Due to the documentation required, we will need to identify and contact any sub-awards as early as possible in the proposal process.
- 4) **Collaborators** - Allow additional time to collect documents from collaborators.
- 5) **Consultants** – Need consultant name and contact information. The rate of pay for any consultant must be included (the standard rate is \$77.00 per hour), if known at the time of application. Please include a cost breakdown for the consultant, including the number of days in service, travel, and per diem, as well as the rate of pay. Please allow time to obtain the necessary documents from the collaborators.
- 6) **Post-doctoral** - Personnel must be budgeted no less than \$47,476 annual salary.
- 7) **Computers** – Federal sponsors are reviewing the purchase of computers with greater scrutiny. Some restrictions may apply. For any computer budget requests, a strong budget justification defining the need for a computer(s) is required.
- 8) **Computer nodes** – If asking for computer nodes to be budgeted we will need the name of the cluster and cost per node.
- 9) **Participant Support** - Let us know if there will be stipends given to farms for training, land use etc. Also if there are meetings with students/non-staff to receive stipend, travel, housing cost etc. communicate not just the budget amount needed, but also the number of participants involved.
- 10) **Meeting Refreshments/Lunches** - NIFA projects will consider these type of expenses, a strong budget justification indicating the continuity of the meeting should allow approval of the expenses.
- 11) **Changes** -Communicate with your proposal specialist of any personnel or sub-award changes. These changes can affect many other documents for your proposal submission.

Additional requirements may apply depending on the program identified for proposal submission. Your proposal specialist will be able to assist you with any other situations.