

Please adhere to the following guidelines and explanations when preparing your proposal budget.

General Information

1. Please use the Excel budget form provided on the Rutgers Global Grant website when submitting your proposed budget. In addition, please attach a budget narrative explaining the items within your budget. **Expenses that do not fall under any of the subcodes provided are NOT ALLOWABLE as part of this grant.**
2. Oversight and budgetary control will reside with your collegiate department or appropriate Dean's Office. Please consult with these offices when developing your budget proposal. Expenses and costs must comply with all relevant university policies, and state and federal regulations.
3. Budgeted categories must include only one-time costs. Rutgers Global international funds are temporary, and may not be used for permanent on-going costs.
4. Two-year projects are allowable. Please explain which activities and expenses are planned for which year in your project description or budget narrative.
5. Funds not spent by the end of the fiscal year will automatically be carried over into the next fiscal year.

When costing out your award, watch for unanticipated or "hidden" costs. For instance, if conferences, workshops, presentations, or other avenues for dissemination of research are planned, consider the costs of visa applications, vaccinations, supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant's agreement and purchase order are needed from Purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from these resources for any such unanticipated expenses.

6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the grant. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant. Purchase of equipment, and/or any capital expense, for installation and/or use in a non-Rutgers facility are not supported by this grant. Transfer of Rutgers funds to a non-Rutgers entity/person is not supported by this grant.
7. Hourly payment of certain classes of employees are allowed under the grant. However, faculty, post-doctoral fellow, and TA/GA salaries, including summer salaries, may not be charged to the grant. Neither are student aid or student tuition and fee costs allowable. Costs associated with purchase of equipment or software or facilities renovations may not be charged to the grant.

Notes on Personnel Budget Category: No permanent hiring may be done with these funds. All applicable HR policies and regulations must apply.