

Guidance and Links for Internal Grant Budget Form and Justification

Budget Form:

Please review the following tips and hints before opening the budget form (*link below*)

- The budget spreadsheet is built on formulas; please do not manually enter numbers in the green sum fields. This column will automatically calculate for you. Only enter information into the yellow fields/cells.
- **Student support:**
 - On the first tab or page of the spreadsheet titled “Rates,” enter your unit’s UG/GA hourly or annual rate into the appropriate section and add any GA tuition fee differentials.
 - On the “YR 1” tab
 - For grad students, use column S to enter number of months per student
 - For undergrads, under Section B4 enter the number of students and average # of weeks/student
 - *Note on fringe:* all student salaries are calculated on the budget form with the enrolled student fringe rate. Please be aware that a higher fringe rate may be charged to the account at the time of payroll expenditures if students are not enrolled in classes.
- **Incentives for research participants** such as gift cards, raffle items, etc. should be entered in section F. Trainee/Participant Costs, under #4-Other
- For internal grants, Section I-Indirect Costs and K-Cost sharing should be blank.

Use only the following approved Budget form:

https://www.sc.edu/about/offices_and_divisions/research_and_grant_development/documents/budget_form_template.xlsx

Budget Justification Template:

Please review the following tips and hints before opening the budget justification form (*link below*)

- **Please delete, add, and edit sections as needed**, based on your project requirements. This is meant to be a guide in writing your budget justification. Not all sections will be needed.
- The red underlined placeholder text is provided to help you fill in details specific to your project.
- **When finished with editing:** Change all text to black and remove underlining.

Use only the following approved Budget Justification Template:

https://www.sc.edu/about/offices_and_divisions/research_and_grant_development/documents/budget_justification_template.docx