Writing an Effective Budget Justification

How to Start......

1. Sketch out your research plan

2. Then, note all expenditure items:

   Personnel – RAs,
   Activities – eg. surveys, focus groups, data analysis, travel to where and when,
   Equipment needed to complete the work,
   Consumable items – eg. photocopying, telephone survey call costs.

Example 1

- Too many numbers and not enough words – this should not be a rehashing of the figures contained in budget table.

- It is not sufficient to just say, “the travel is essential to the project”. You must explain why is it essential to the project? What is it that is interstate/overseas that you 1) absolutely must have access to and 2) can’t access in any other way than by physically going there? Why can’t you use emails, video conferencing, overseas/interstate RAs, telephones to gather the information you need? Explain why you need the length of stay proposed.

- The same rule applies to teaching relief. What is it about the project that makes it necessary to request teaching at the proposed time? What is it about the nature of the project that makes this request necessary? Why can’t the work be done during a non-teaching period? Why can’t an RA do it? Why do you need to do the work? It should be pointed out that requests for teaching relief are not often supported.

Example 2

- Each of the personnel positions requested are fully justified in terms of the needs of the project and details of why the particular appointment levels are needed are also well argued.

- The research team can be seen to be proactive by securing some contribution to the project in the form of equipment.

- The request for maintenance and travel are sensible and realistic and again are justified in terms of the specific needs of the project.
EXAMPLE 1

RESEARCH GRANT/NEW RESEARCHER GRANT
APPLICATION FORM FOR FUNDING COMMENCING IN 2006

C2 JUSTIFICATION OF FUNDING REQUESTED FROM THE GURG/NRG Scheme

In no more than one page and within the required format, fully justify in terms of need and cost, each budget item requested from the GURG/NRG Scheme (Column 2 in Section C1). Use the same headings as in Column 1 of the budget.

Teaching Relief

Relief from teaching duties is essential to the project and comprises the majority of the requested funding.

The requested amount is calculated using the scale of FRF2.1/Lecturer B 1 for 2006. This scale lists an annual salary of $77,503 including 18.24% on-costs. The period for which funding applies is 16 teaching weeks of the first semester 2006 eg. from February 22 to June 11 inclusive of student vacation and exam revision. Thus the calculation is 16 x $1452 (weekly salary with on-costs as per the above cited scale).

Total teaching relief = $23,232.

Travel

Travel is essential to the project and compromises the following components with approximate costs:

Airfare : Australia-Europe (Italy) $2,200
Airfare : Europe internal (Rome – Florence return) $488
Per Diem (including accommodation) @$40 pd x 102 = $4,080

Total Travel costs = $6,788
EXAMPLE 2

Griffith UNIVERSITY

RESEARCH GRANT/NEW RESEARCHER GRANT
APPLICATION FORM FOR FUNDING COMMENCING IN 2006

C2 JUSTIFICATION OF FUNDING REQUESTED FROM THE GURG/NRG Scheme

In no more than one page and within the required format, fully justify in terms of need and cost, each budget item requested from the GURG/NRG Scheme (Column 2 in Section C1). Use the same headings as in Column 1 of the budget.

Personnel
We anticipate hiring 2 SR1.1’s to work with us through 2006. One will be based in Brisbane and will be responsible for project management and recruitment and interviewing parents from Brisbane hospitals. This SR1.1 would also work with the CI’s to develop the interview protocol. The second ERA1.1 will be based at the Sunshine Coast (we have a contact at the Sunshine Coast University) and will be responsible for recruitment and interviewing of Caboolture and Nambour Hospital (in collaboration with the other SR1.1). It is essential to have the interviewers appointed at this level as we will require experienced interviewers who are able to appropriately deal with any distressed parents. Having the 2nd SR1.1 will reduce the travel costs that would be associated with only having one SR1.1. There will also be a Master of Clinical Psychology student assisting with data collection (see E6).

The RA1.1 will be hired from May to October and will be responsible for data entry and data cleaning and will work with the CI 2 and SR1.1 on coding of the interviews. There will be approximately 400 surveys to enter and brief interviews to code. C1 to conduct data analysis.

Equipment
We will require 2 digital recorders for the project, so that there is one available for both Brisbane and the Sunshine Coast. We have been offered the use of one recorder and are requesting the funds to purchase a 2nd.

Maintenance
Printing and photocopying costs are for the survey and information and consent forms for participants. There will be approximately 200 participants who will complete 2 surveys each of 8 pages plus a 6 page information and consent package. There will also be additional photocopying costs of reports for the hospitals and journal articles.

Telephone calls is to cover the costs of local calls to families in Brisbane and STD calls to hospitals and families outside Brisbane and the SR1.1 at the Sunshine Coast.

We have included a small amount of money for postage. This is for 2 purposes. First, it is anticipated that most participants will complete the survey after the completion of the interview. However where it is not possible, participants will be given a Reply Paid envelope to use to send the survey back. Second, we will be offering all families who participate the opportunity to be posted a brief report on the outcomes of the project.

Travel
Despite hiring an SR1.1 to be based at the Sunshine Coast there will still be the cost of the SR1.1 in Brisbane travelling from Griffith University to the hospitals and homes within Brisbane. There will also be a series of trips by both CIs to all hospitals participating (5) in the project to meet with the staff who will be involved in recruitment of families and to provide feedback on the project. This will include attending staff development seminars, as well as meeting with Clinical Nurse Practice Coordinators and Nurse Unit Managers at each facility.