# BUDGET PREPARATION CHECKLIST

Consult with the appropriate SPA on any questions regarding the following:

## A. Budget Development and Clearance

1. Does the budget accurately reflect the narrative?
2. Will the budget cover the project costs?
3. Which units and who's personnel at the University are being committed in the budget and have the appropriate individuals been apprised of and approved the submission?
4. Are the costs listed in conformance with the [Sponsor Guidelines](#)?
5. Do the facilities described in the proposal currently exist? Are they adequate to support the program? If not, have appropriate consultations occurred to determine how will they be addressed?
6. Do the guidelines indicate that this budget is within the sponsor's funding range?

## B. Cost sharing

1. Does the agency have a written policy requiring cost sharing?
2. What is the source of the cost sharing funds?
3. Has cost sharing been approved by those authorized to make a commitment (Chair, Dean, Vice President for Research for University, and the Office of the Provost)?
C. Collaborating institutions

1. Has the collaborating institution been reviewed in the Federal Audit Clearinghouse or approved by Grants and Contracts Accounting Services?

2. Has an authorized official approved participation and budget for his/her institution in writing?

3. Are the collaborating institution's responsibilities clearly delineated (scope of work)?

4. Is the budget consistent with the sponsor's cost accounting standards?

5. Have you confirmed the collaborating institution's status vis-à-vis the investigator and/or GW? (No conflict of interest)

D. Direct Costs

a) Personnel

1. Is the individual designated as PI eligible to direct programs at GW?

2. Is the time commitment consistent with his/her academic responsibilities?

3. Is the time on the budget commensurate with the activity reflected in the narrative?

4. Is the time available to this individual? (check other support)

5. Are the people described already employees of the institution? If not, are personnel policies being followed?

6. Are the individuals listed as key personnel truly key to the project?
b) **Consultants**

1. Are there any individuals listed as consultants who are employees at GW?
2. Is the individual truly serving in a consultant capacity? (Twenty-factor test)
3. Does the time commitment reflect the IRS definition of a consultant?
4. Do requested costs follow [Sponsor Guidelines](#)?
5. For summary of applicable requirements for purchasing services, see the Procurement department web site.

c) **Travel**

1. Is foreign travel distinguished from domestic? (Check sponsor's definition of foreign travel)
2. Is the travel properly substantiated?
3. Do requested costs follow [Sponsor Guidelines](#)?

d) **Equipment**

1. Has the equipment been screened for availability elsewhere on the campus?
2. Is the capital equipment as defined by the agency?
3. Does the equipment have any space or facilities ramification (Is there room for it and is the environment adequate to sustain it?)
4. Have all ancillary costs been accounted for (installation, renovation, maintenance)? Who is paying for ancillary costs? (cost sharing implications)
5. For summary of applicable requirements for purchasing services, see the Procurement office web site.
e) **Other Costs**

1. Are the other costs adequate and appropriate? (Possible categories include, but are not limited to: students, materials and supplies, tuition, participant support, printing/duplicating, postage, long-distance/telex, animal care, human subjects payments)

**E. Facilities and Administrative Costs**

1. Is the calculation of F&A cost consistent with GW's federally negotiated base and rate as stated in Institutional Information?

2. If sponsor limits indirect cost recovery, how is the difference between this amount and the amount required for full recovery handled?

3. Has the PI correctly distinguished between on- and off-campus activities?