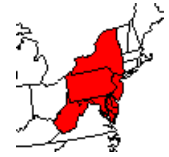


**Professional Development Workshops  
Presented by Faculty from the  
Mid-Atlantic Region of the  
National Council of University Research Administrators**



**Building a Budget  
Content Level: Beginner**

**Course Description:** If you are submitting a proposal to a sponsor, it will probably require a budget. The budget is a restatement of the proposal in numbers – a detailed breakdown of the financial support requested from the sponsor. When building your budget, the budget should reflect the best estimate of the costs requested to conduct the work outlined in other sections of the proposal. This full-day workshop will walk you through the various aspects of building your budget, how to apply the cost principles, and how to estimate financial needs for each year of the project when rates and costs vary over time.

**Learning Objectives:**

- Learn to identify costs and determine allowability, allocability, and reasonableness.
- Develop ways to work with the investigator to accurately describe costs
- Learn how to calculate the F&A based on the direct cost budget
- Identify best practices in developing budget justifications.

**Prerequisites:** Attendees should be familiar with sponsored funding, and particularly cost principles.

**Who Should Attend:** This workshop is targeted to Departmental Research Administrators, as well as those who work with PIs on budget development and would benefit from a better understanding of the various components of sponsor budgets.