

Guidance and Links for Internal Grant Budget Form and Justification

Budget Form: *(Use only the following approved form)*

https://www.sc.edu/about/offices_and_divisions/research/docs/budget_form_template.xlsx

- 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.
- Course buyouts:
 - NOTE: course buyouts must be approved by your department chair BEFORE including in your budget.
 - To enter in spreadsheet:
 - If your unit* uses a fixed dollar amount, include this amount under Section G.8. Other. *for example, this applies to the College of Arts and Sciences (see [CAS Course Buyout policy listed here](#))
 - If your unit uses a calculation based on salary and fringe, list this under Section A with associated column R
 - For questions about course buyout rates, please contact your department chair or business manager.
- 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.

Budget Justification Template: *(Use only the following approved form)*

https://www.sc.edu/about/offices_and_divisions/research/docs/budget_justification_template.docx

- This is meant to be a guide in writing your budget justification. Please delete, add, and edit sections as needed, based on your project needs.
- The red underlined placeholder text is provided to help you fill in details specific to your project.
- Be sure to change all text to black and remove underlining when editing complete.