Budgetary Assistance

The budget and budget justification sections of a proposal request and defend the dollars and cents required for your project. Therefore, both sections are vitally important to the project and to you! These sections inform the sponsor how much it will cost to do the proposed project and why the money is required.

There are two general categories of costs for undertaking a sponsored project: direct costs and facilities and administrative costs (F&A, formerly known as indirect costs).

Direct costs can be specifically identified with a particular sponsored project:
- Salaries and wages
- Personnel benefits
- Supplies
- Travel and communication
- Equipment
- Computer use
- Alterations and renovation

F&A costs are incurred for the general support and management of sponsored projects at an institution. Typical F&A costs include:
- General administration and general expenses
- Plan operation and maintenance
- Library expenses
- Departmental administration expenses
- Depreciation or use allowance
- Student administration and services

A final major issue to consider when preparing your budget is whether or not cost sharing or matching is required. All cost sharing and matching must be approved by the President and VP of Business Affairs well in advance of the deadline, and may require special tracking if you are funded. A source of the matching funds must be identified, and you must obtain a letter of commitment from the President.

The final budget must also be reviewed and approved by the KCTCS Grants Office and it is requested that you submit a copy of the final budget and budget justification to their office 5-7 days prior to the proposal deadline.

If you are funded, you will also need to work with the Advancement Account Specialist. Other concerns about budgetary issues can be addressed to the VP of Business Affairs.