



Research Grant Proposals-Sample Sections

Budget – 4 examples from prior proposals:

Example 1:

We request a total of **\$136,868** to undertake the study described above. The majority of funds will go towards personnel expenses for the essential but time-consuming activities of conducting and analyzing 160 interviews. This includes compensation for sub-contractors to conduct the foreign interviewers, a course release for the Principal Investigator, summer support for the PI and Co-PI, and support for a graduate student assistant. The Principal Investigators will be responsible for the successful execution of the project. The PI and Co-PI will conduct domestic interviews and, along with the graduate assistant, code and analyze the data generated from these interviews and work on the publications that this research will generate. The graduate assistant will also provide intensive administrative and research support for the project. The total *personnel* costs are estimated to be *\$120,125* . The estimated *direct expenses* for the project are *\$14,400* and include the costs of interview transcription and supplies. The estimated *travel costs* of *\$2,860* will enable the researchers to conduct direct interviews from the appropriate domestic locations. In addition to the above, we also request a 10% overhead to cover facilities and other support provided by our institution.

| | Budget Item | Amount | Sub-Total |
|----------|---|---------------|------------------|
| a | Personnel | | |
| | Stipend & Expenses for Sub-Contracted Foreign Interviewers: 80 interviews @ average of approx. \$250/interview | \$20,000 | |
| | Course release for PI. For project administration/coordination and data analysis for duration of the project. | \$18,425 | |
| | Summer Stipends for the PI and Co-PI. | \$56,500 | |
| | GRA support for 3 semesters; Administrative assistance, data coding and analysis support. (includes tuition waiver and benefits) | \$25,200 | |
| | Total Personnel Expenses | | \$120,125 |
| b | Direct Expenses: | | |
| | Transcription of Interview Tapes 160 interviews @ approx. \$90/interview (including English translation of foreign interviews) | \$14,400 | |
| | Total Direct Expenses | | \$14,400 |
| c | Travel | | |
| | Domestic Travel (Transportation, Accommodation, Meals) • 4 Domestic Trips Requiring Travel Overnight to Interview US-Based Respondents (1 interviewer per trip) Estimated average for the 4 trips: Airfare: \$350 . Lodging: 1 days: \$190 . Food & Misc: \$175 | \$2,860 | |
| | Total Travel Expenses | | \$2,860 |
| | TOTAL EXPENSES | | \$124,425 |
| | Overhead: @ 10% | | \$12,443 |
| | TOTAL REQUEST: | | \$136,868 |

Budget-Example 2:

| Category | Requested Amount | Justification |
|--|--|---|
| Participant Incentives | \$25,500 | <p>We will be offering a \$150 e-gift certificate to those who successfully complete each of the 10 surveys and \$50 to those who complete 7 of the 10 surveys. Participants will be offered the option of forgoing the certificate to donate the money back into the research project. Calculation: \$150 x 175 participants and \$50 x 75 participants - 15% anticipated donation back to the project.</p> <p>This incentive level may appear to be high. However, this is a very rigorous study requiring participation over a consecutive nine month period of time. A large incentive is imperative if we are to achieve adequate participation and response to a study involving ten surveys. The PI has experience conducting repeated measures studies, most recently completing a sixteen-wave longitudinal study of job-search behavior over time. This experience has helped us to frame the study in a way that appeals to participants. Having a large incentive for participants, however, is critical for the necessary participation rates.</p> |
| Personnel – Research Assistant | \$14,739.24 <i>(includes fringe and tuition benefits)</i> | <p>This is a comprehensive study including 10 time-waves, requiring significant effort in data administration including the management of a voluminous data set and combining data from multiple survey assessments. Invitations and surveys need to be sent monthly for each cohort on varying days throughout the month because not all expatriates leave on the same date. This process will span eighteen months. Furthermore, the data analysis for this dynamic project will be complex, requiring the use of advanced forms of hierarchical linear modeling. Significant time has already been invested in conducting the extensive literature review and survey design; continued part-time availability of a RA on this project is critical. Calculations are for 20 hour/week funding for the summer and half time (10 hours per week) for the 08-09 academic year. This funding would go to a RA who has already invested substantial personal time into this project and release her from other responsibilities during the most time-intensive period of this project.</p> |
| Other Direct Expenses | \$400 | <p>Survey Monkey annual subscription fees for 2008 and 2009. This is an on-line survey tool. We administer our surveys through Survey Monkey.</p> |
| | Subtotal \$40,639.24 | |
| Indirect -- Overhead | \$6,096 | <p>Indirect costs on total direct costs calculated at sponsor rate of 15%. The University of Minnesota requires overhead expenses be covered in grant proposal requests.</p> |
| <p style="text-align: center;">Total \$46,735.13</p> | | |

Budget-Example 3:

| <u>Budget</u> | <u>Year 1</u> | <u>Year 2</u> |
|---|-----------------|-----------------|
| Personnel | | |
| <i>Salary</i> | | |
| Principal Investigator | \$14,354 | 14,785 |
| Graduate Research Assistant | 10,095 | 10,398 |
| Undergraduate Assistants | 5,000 | 5,000 |
| <i>Fringe Benefits/Tuition Remission (RA)</i> | | |
| Principal Investigator | 3,790 | 3,903 |
| Graduate Research Assistant | 3,498 | 3,498 |
| <i>Subtotal Personnel</i> | <i>\$36,737</i> | <i>\$37,584</i> |
| Project Participants | | |
| Focus groups & pilot testing | \$1,600 | \$400 |
| Job incumbents | 27,500 | 27,500 |
| Retirees | 10,000 | |
| Materials and Supplies | | |
| Copying, envelopes, | | |
| Misc. supplies | 2,500 | 2,500 |
| Postage | 3,069 | 1,535 |
| <i>Subtotal Project Expenses</i> | <i>\$44,669</i> | <i>\$31,935</i> |
| Travel | \$3,000 | \$3,000 |
| <i>Total Direct Costs</i> | <i>\$84,406</i> | <i>\$72,519</i> |
| Indirect costs (15% max, per SHRM) | \$ 12,661 | \$10,877 |
| <i>Total Costs</i> | <i>\$97,067</i> | <i>\$83,396</i> |
| <i>Grand Total: \$180,463</i> | | |

[XYZ Corporation] has also pledged \$40,000, contingent on SHRM Foundation grant funding, in the form of partial support (.25 FTE) for the graduate research assistant, and associated supplies and materials, needed to implement the project. No other funding has been received, sought, or will be sought for the planned research project.

XYZ Corporation Budget Portion – For reference purposes

| | | |
|---|----------|----------|
| Graduate Research Assistant | | |
| Salary | \$10,095 | \$10,398 |
| Tuition | \$3,498 | \$3,498 |
| Supplies & Materials | \$800 | \$550 |
| Indirect Costs (51% of non-tuition costs) | | |
| | \$5,556 | \$5583 |
| Total XYZ | \$19,949 | \$20,029 |
| Grand Total XYZ: | \$39,978 | |

Budget Explanation

Personnel. The role of coordination, planning, study implementation, and supervision of data analyses will be taken by the PI. Total expected time devoted to the project will be one month each year. One graduate student (12 months at .50 FTE – shared between SHRM and AGL) and one undergraduate student (10 hours/week) will be responsible for recruiting activities, assisting in data collection, and data coding/entry in each year. The graduate student will also assist in data analysis tasks, and will be the initial contact person for participant questions.

Project participant payments. Four focus groups will be conducted in Year 1 of the project, and one focus group will be conducted in Year 2 of the project. For Study 1, 550 job incumbents participants will receive \$50 for each of the two questionnaires (one each year). For Study 2, 200 retirees will receive \$50 for completion of the questionnaire in Year 1 of the project. This amount has been selected to recognize the 1-2 hour completion time for the questionnaires, and to provide a reasonable level of compensation to motivate the potential study participants to agree to enroll in the studies.

Materials and Supplies. Costs associated with this category include duplication of paper and pencil questionnaire measures, along with miscellaneous consumable office supply and materials expenses, including media for data backup. Expenses for postage are based on current USPS first-class rates for a 4oz outgoing mailing and a 3-oz return mailing of the consent forms and questionnaires, in large (9"x12" envelopes).

Travel. Projected travel expenses include two trips (each) by the PI and Graduate RA to meet with regional XYZ HR coordinators to introduce the study, and two trips (1 each) for the PI and Graduate RA to present the results of the research at national professional conferences. The amounts are estimated to include domestic airfare, lodging, and government per diem rates for meals.

Indirect Costs. Per SHRM Foundation policy (see SHRM Foundation Research Grant Announcement), indirect costs have been limited to 15% of the total direct costs less tuition.

Budget-Example 4:

Total estimated expenses for this proposed research are \$31,646.86. These funds will be used to cover direct out-of-pocket expenses associated with the study, including questionnaire production, printing, and distribution, participant incentives, and funding for a research assistant. We have not received any prior funding for this project.

| Category | Item Totals | Sub-Totals | Justification |
|--|-------------|--------------------|--|
| Direct Expenses | | | |
| <u>Survey Supplies and Expense</u> | | | This part of funding will be used to cover direct out-of-pocket expenses, including questionnaire production, printing, distribution, and collection |
| <i>Letterhead</i> (1,500 pages at \$.05 per page) | \$75 | | |
| <i>#10 Envelopes</i> (3,000 pieces at \$.06 per piece for three surveys) | \$180 | | |
| <i>10" x 13" Envelopes</i> (1,500 pieces at \$.10 per piece for three surveys) | \$150 | | |
| <i>9" x 12" Business Reply Envelopes</i> (1,500 pieces at \$.09 per piece for three surveys) | \$135 | | |
| <i>Questionnaire Printing</i> (1,500 copies at \$.46 per copy for three surveys) | \$690 | | |
| <i>Sub-total</i> | | \$1,230 | |
| <u>Mailing Expenses</u> | | | |
| <i>Questionnaire, Cover Letter, and Return Envelope</i> (1,500 packages at \$.82 first-class postage for three surveys) | \$1,230 | | |
| <i>Reminder letters</i> (assuming 500 pieces for three surveys at \$.41 per letter) | \$205 | | |
| <i>Questionnaire Returns in Business Reply Envelopes</i> (assuming 1,300 pieces \$.41 per package for three surveys) | \$533 | | |
| <i>Sub-total</i> | | \$1,968 | |
| <u>Participant Incentives</u> | | | High rates of participation are needed across all three waves of study over a six-month period. Prior research suggests that these kinds of incentives are effective at eliciting participation. |
| <i>\$10 gift card for participants who completes each of the three surveys</i> (assuming an initial 600 participants who complete Time 1 survey, 400 participants who complete Time 2 survey, and 300 participants who complete Time 3 survey) | \$13,000 | | |
| <i>one \$500 lottery and five \$100 lotteries for participants who complete all three surveys</i> | \$1,000 | | |
| <i>Sub-total</i> | | \$14,000 | |
| <u>Personnel – Research Assistant</u> | | | This comprehensive study requires significant effort in survey administration (e.g., distribution and collection), data management (e.g., data input and analysis), and feedback report writing. Significant time has already been invested in conducting the extensive literature review and survey design. |
| <i>Half of the tuition for the 2009-2010 academic year</i> | \$3,828.51 | | |
| <i>Wages and fringe for the 2009-2010 academic year (10 hour/week)</i> | \$6,492.50 | | |
| <i>Sub-total</i> | | \$10,321.01 | |
| Total direct expense | | \$27,519.01 | |
| Overhead (15% of total direct expense) | | \$4,127.85 | |
| TOTAL PROJECT EXPENSES | | \$31,646.86 | |