# Budget Item Checklist Cost Considerations

Prior to drafting a budget, go through this checklist to identify the major categories for which you will need funding. This will give you a broad idea about the amount of funding you will need to implement the proposed research.

|  |  |
| --- | --- |
| **A. Salaries and Wages**[ ]  Academic personnel[ ]  Research assistants[ ]  Stipends (training grants only)[ ]  Interviewers[ ]  Computer programmer[ ]  Data managers or analysts[ ]  Administrators[ ]  Editorial assistants[ ]  Technicians[ ]  Study/clinical coordinators[ ]  Hourly personnel[ ]  Fringe Benefits[ ]  Salary increases in proposals that extend into a new year, e.g., Cost of Living increases**B. Equipment**[ ]  Fixed equipment[ ]  Movable equipment[ ]  Office equipment[ ]  Equipment installation**C. Materials and Supplies**[ ]  Office supplies specifically for project[ ]  Communications[ ]  Consultants[ ]  Test materials or samples[ ]  Questionnaire forms[ ]  Data access[ ]  Animals[ ]  Animal care[ ]  Laboratory supplies[ ]  Glassware[ ]  Chemicals[ ]  Electronic supplies[ ]  Report materials and supplies | **D. Travel\*** [Transportation costs, lodging and *per diem* related to the following:](http://www.fa.ufl.edu/directives-and-procedures/travel/)[ ]  Transportation (air, train, car rental, car mileage)[ ]  Lodging[ ]  Conference registration fee[ ]  Field permits[ ]  Sponsor meetings[ ]  Consultants' travel[ ]  Mileage for research participants[ ]  Meals[ ]  Visas\*UF Policy: http://www.fa.ufl.edu/directives-and-procedures/travel/**E. Services**[ ]  Computer use/data storage[ ]  Duplication services (reports, etc.)[ ]  Publication costs[ ]  Photographic/graphic services[ ]  Service contracts[ ]  Data analysis**F. Other**[ ]  Space rental[ ]  Alterations and renovations[ ]  Purchase of data, periodicals, books[ ]  Subjects/Research participants[ ]  Patient reimbursement[ ]  Tuition and fees[ ]  Vaccinations[ ]  Subcontracts/Sub awards**Indirect Costs** −[Follow UF Facilities and Administrative (F&A) Guidelines](http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html) |

<https://www.ufic.ufl.edu/BudgetItemchecklist.docx>