# 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.

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| **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>