

LIFE SCIENCES DISCOVERY FUND INSTRUCTIONS – Detailed Budget Pages

Use the detailed budget pages to accurately list all requested components of the proposal to LSDF. The forms are to be completed by the applicant organization and each co-applicant (i.e., subcontracts); note separate forms are required for applicant and co-applicant organizations. Please refer to the specific competition RFP as it relates to allowable costs and for-profit co-applicants (if applicable).

Do not add or create new budget categories for inclusion in the LSDF budget.

Prior to final submission, review your budget entries to ensure accuracy and cohesion with budget amounts provided in the narrative and justification sections of the proposal.

If you have questions, please contact LSDF at grantsadmin@lsdfa.org.

RESEARCH DETAILED BUDGET PAGE

1. Fill in the Principal Investigator and Applicant/Co-Applicant Organization names. These entries will auto-populate Part 2 of the budget.
2. Complete Part 1: Applicant Organization - Research Detailed Budget section.
 - a. Personnel: enter name, role on project, effort commitment expressed in calendar person months (CPM), institutional base salary, and requested salary and benefits. To calculate CPM multiply the % effort commitment by the number of months to be worked on the project during the budget period. To calculate salary requests multiply the institutional base salary by the CPM commitment and divide by 12. Column I will auto-sum columns G and H. Cells G23 and H23 will auto-sum the salary and benefit totals for personnel listed in the research budget, and cell I23 will auto-sum the salary and benefit totals.
 - b. Equipment: itemize equipment and specify costs in cells G26-28. Cell I28 will auto-sum each of the individual equipment entries.
 - c. Supplies: itemize supplies and specify costs in cells G31-36. Cell I36 will auto-sum each of the individual supply entries. Note that if additional lines are needed for itemizing supplies, combine lines and specify the requested amount. [Example: 1. Lab disposables (\$500): reagents (\$1,500)].
 - d. Travel: Itemize travel and specify costs in cells G39-40. Cell I40 will auto-sum each of the individual travel entries.
 - e. Other expenses: itemize other expenses and specify costs in cells G43-48. Cell I48 will auto-sum each of the individual other expense entries.
 - f. Subcontracts: itemize each of the subcontracts and specify amounts in cells G51-56. Cell I56 will auto-sum each of the individual subcontract entries. Remember to also fill out a separate budget for each subcontract.
3. Subtotal, Research Direct Costs: Cell H158 will auto-sum based on the categorical summaries in the research budget.

ADMINISTRATIVE AND FACILITIES BUDGET PAGE

1. The Principal Investigator name and Applicant/Co-Applicant Organization name will auto-populate from Part 1.

2. Complete Part 2A: Applicant Organization - Administrative Detailed Budget section.
 - a. Personnel: enter name, role on project, effort commitment expressed in calendar person months (CPM), institutional base salary, and requested salary and benefits. To calculate CPM multiply the % effort commitment by the number of months to be worked on the project during the budget period. To calculate salary requests multiply the institutional base salary by the CPM commitment and divide by 12. Column I will auto-sum columns G and H. Cells G83 and H83 will auto-sum the salary and benefit totals for personnel listed in the research budget, and cell I83 will auto-sum the salary and benefit totals.
 - b. Supplies: itemize supplies and specify costs in cells G86-91. Cell I91 will auto-sum each of the individual supply entries. Note that if additional lines are needed for itemizing supplies, combine lines and specify the requested amount. [Example: 1. Phone (\$250): office supplies (\$700)].
 - c. Organizational Administrative Expenses: itemize expenses and specify costs in cells G94-98. Rows 94-96 are auto-populated with standard organizational administrative items that most commonly appear on LSDF budgets; rows 97-98 are available for additional itemized entry. Cell I98 will auto-sum each of the individual other expense entries.
3. Complete Part 2B: Applicant Administrative Facilities Detailed Budget Section.
 - a. Itemize expenses and specify costs in cells G101-106. Rows 101-103 are auto-populated with standard facilities items that most commonly appear on LSDF budgets; rows 104-106 are available for additional itemized entry. Cell I106 will auto-sum each of the individual other expense entries.
4. Subtotal, Administrative and Facilities Direct Costs: Cell HI108 will auto-sum based on the categorical summaries in the administrative and facilities budget.