

BUDGETING QUICK FACTS

OVPR's review of the proposal budget is to ensure that we are reflecting the costs required to perform the proposed work statement. When submitting budget requests to a sponsor we are certifying to the sponsor that the proposed budget is reasonable and will accomplish the goals of the project.

In July 2019 and July 2020, both faculty and staff are scheduled to receive salary increases as per respective [collective bargaining contracts](#). In order to ensure accurate reflection of these increases in your proposal budget, the following guidance is being provided by the Sponsored Program Services Office.

SPS BUDGET PREPARATION GUIDANCE

	SALARY INCREASES				
	Year 1	Year 2	Year 3	Year 4	Year 5
Faculty	5.5%	5.5%	3.0%	3.0%	3.0%
Salary Cap	0.0%	3.0%	3.0%	3.0%	3.0%
UHP Staff	6.5%	6.5%	3.0%	3.0%	3.0%
UHP Postdoc	3.5%	3.5%	3.0%	3.0%	3.0%
Grad Asst	3.0%	3.0%	3.0%	3.0%	3.0%
For Natl Postdoc	3.0%	3.0%	3.0%	3.0%	3.0%
Special Payroll					
Classified	6.5%	6.5%	3.0%	3.0%	3.0%

(TBD by PI)

We ask that you prepare your budgets accordingly and strongly recommend taking advantage of our [Proposal Budget Template](#). In addition, our website provides standard personnel and fringe rate narratives which may be used in your budget justifications.

Websites and tools available to assist you with your budget preparation:

- [✚ Budget Preparation Guidelines](#)
- [✚ Proposal Budget Template](#)
- [✚ Quickfacts](#)
- [✚ NIH Guidance – Develop your Budget](#)
- [✚ NRSA Postdoc salary levels](#)