

## Budget and Justification Guidance for FIP

The FIP budget and budget justification must include both an **itemized budget** and **written justification** within two pages. *The justification should include compelling reasons for HOW each budget item is connected to the project and WHY each item is necessary to accomplish your proposed research.*

**Tie each budget item to the project narrative.** When appropriate, provide supporting documentation such as quotes from vendors for purchases of equipment, supplies, etc. Below are some typical budget items to consider with examples of justifications.

1. Travel – include Concur request travel report with details such as: airfare, car rental, mileage, lodging, per diem
  - a. Example competitive justification: the faculty member needs to have direct access to a resource that cannot be moved and is not available digitally.
  - b. Not competitive justification:
    - i. Requesting travel to meet with collaborators when meeting via skype/teleconferencing would work.
    - ii. Funding for multiple people to travel without a specific rationale for why each person needs to travel
2. Summer Salary – how much per month (i.e., 1/9<sup>th</sup> of AY salary = 1 summer month), include fringe ([http://www.ou.edu/budget/fringe\\_benefits/fringe\\_rates](http://www.ou.edu/budget/fringe_benefits/fringe_rates))
  - a. Example competitive justification: the faculty member typically teaches summer session courses. The time needed for the research or creative activity would not allow the faculty member to carry a teaching load over the summer.
  - b. Not competitive justification:
    - i. The only justification given is that the summer will be used to conduct research or write.
    - ii. Requesting more than two months' summer salary
3. Subject payments – funds to compensate individuals for participating in research about human behaviors/activities; not all projects require subject payments
  - a. Example competitive justification: it is methodologically appropriate to ensure completion of subject participation in research over a long course of time.
  - b. Not competitive justification: I need to provide cash incentives or no one will want to participate (without methodological justification).
4. Teaching/Course Release – your department/college cost per course release/ Include completed Teaching Release form
  - a. Example competitive justification: uninterrupted (no teaching or service obligations) writing time to complete manuscripts
  - b. Not competitive justification: I need time to conduct my research
5. Research conference or symposium – partial funding through FIP\*
  - a. Example competitive justification: a plan to host a unique event intended to expand the scholarly and/or creative activities of the Norman campus and to enhance the national and international reputation of the University of Oklahoma. A plan for carrying out the research after the event should be included. Documentation of support from other sources.
  - b. Not competitive justification:
    - i. Narrowly focused subject and audience
    - ii. Events that do not have a strong research or creative activity element
    - iii. Annual events
6. Graduate Research Assistant Support (GRA)
  - a. Example competitive justification: some labs and research groups have several graduate students working with faculty on research. Provide details as to the effort

- (time) contributed by the GRA, the work to be performed, and the skills to be developed/enhanced by this work.
- b. Not competitive justification: I am too busy to prepare/process samples, collect data, etc. and graduate students typically do this work.
  - c. Note that FIP funding cannot support a graduate student's research project. FIP support is provided to faculty and faculty may include a graduate student to perform research functions. Direct support of a graduate student's research is more likely to come from the department, college, or the Graduate College.
7. Undergraduate Research Assistant Support (URA)
- a. Example competitive justification: some labs and research groups have several undergraduate students working with faculty on research. Provide details as to the effort (time) contributed by the URA, the work to be performed, and the skills to be developed/enhanced by this work. If funds are paying for the URA to participate in research, that student may not also receive course credit for this work.
  - b. Not competitive justification: The low-level tasks involved in this research are great opportunities for undergraduates and the graduate students who don't have time to do this work. So we will hire undergraduates to take care of it.
  - c. Note that FIP funding cannot support an undergraduate student's research project. FIP support is provided to faculty and faculty may include an undergraduate student to perform research functions. Direct support of an undergraduate student's research is more likely to come from the department, college, the Honors College, or the Office of Undergraduate Research.
8. Post Doctoral Researcher Support (post docs)
- a. Example competitive justification: some labs and research groups have several post-docs working with faculty on research. Provide details as to the effort (time) contributed by the post docs, the work to be performed, and the skills to be developed/enhanced by this work.
  - b. Not competitive justification: I am too busy to prepare/process samples, collect data, etc. and post docs typically do this work.
  - c. Note that FIP funding cannot support a post doc's research project. FIP support is provided to faculty and faculty may include a post doc to perform research functions.

\*It is very difficult to justify allocation of FIP funds for hosting conferences or symposia.

Of course, there are many other eligible budget items one can include. This is not an exhaustive list.

*Disclaimer: These are suggestions, meant as guidance. Verbatim use of the above examples will likely not be competitive.*

Please [click here](#) for a template that can be used for the itemized budget.