# University of Maine Budget Preparation Checklist

## A. Budget Development and Clearance

☐ Does the budget accurately reflect and align with the proposal narrative?

☐ Will the budget adequately cover the project costs?

☐ Which University of Maine units and personnel are committed in the budget, and have all appropriate individuals approved the commitments?

☐ Are the budgeted costs in conformance with sponsor guidelines?

☐ Do the described facilities currently exist and are they adequate to support the project? If not, has a plan been made to address this?

☐ Is the proposed budget within the sponsors stated funding range?

## B. Cost Sharing

☐ Does the sponsor require cost sharing?

☐ What is the source of the cost sharing funds?

☐ Has cost sharing been approved by the appropriate University authorities (Department Chair, Dean, Vice President for Research and Dean of the Graduate School, Office of the Provost)?

## C. Collaborating Institutions / Subawards

☐ Has the collaborating institutions eligibility been verified (Federal Audit Clearinghouse, past performance, etc.)?

☐ Has an authorized official at the collaborating institution approved participation and budget in writing?

☐ Are the collaborating institutions roles and responsibilities clearly described (scope of work)?

☐ Is the subaward budget consistent with sponsor cost principles?

☐ Have potential conflicts of interest been disclosed and addressed?

## D. Direct Costs

Personnel

☐ Is the Principal Investigator (PI) eligible to serve in this role under University and sponsor guidelines?

☐ Is the proposed level of effort consistent with the PIs other academic and administrative responsibilities?

☐ Are personnel time commitments consistent with project scope and activities?

☐ Are proposed personnel available (review current and pending support)?

☐ Are the individuals listed current University of Maine employees? If not, are appropriate hiring and compliance procedures in place?

☐ Are the key personnel identified truly essential to the projects success?

Consultants

☐ Are any proposed consultants also University of Maine employees (which may not be allowable)?

☐ Is each individual serving in a true consultant capacity (review IRS and institutional criteria)?

☐ Are proposed consultant rates and time commitments appropriate and allowable?

☐ Do proposed consultant costs comply with sponsor guidelines?

☐ Are applicable purchasing policies and requirements being followed? (See UMaine Procurement Services)

Travel

☐ Is foreign travel clearly distinguished from domestic travel? (Confirm sponsor definitions)

☐ Are travel costs fully justified and documented?

☐ Do proposed travel costs comply with sponsor guidelines and University travel policies?

Equipment

☐ Has availability of required equipment been verified across campus?

☐ Does requested equipment meet the sponsors definition of capital equipment?

☐ Are space and facilities sufficient for new equipment?

☐ Have all ancillary costs (installation, maintenance, renovations) been accounted for? Who will cover them (cost sharing considerations)?

☐ Are applicable purchasing policies being followed? (See UMaine Procurement Services)

Other Direct Costs

☐ Are other direct costs appropriate and well justified? (Examples: students, materials and supplies, tuition, participant support, printing, postage, communications, animal care, human subjects payments)

## E. Facilities and Administrative (F&A) Costs

☐ Is F&A calculated consistent with UMaines federally negotiated rates? (See UMaine Institutional Information)

☐ If the sponsor limits indirect cost recovery, is the difference addressed appropriately?

☐ Has the PI correctly designated on-campus vs. off-campus activities for F&A purposes?

## Contact

☐ University of Maine Office of Research Administration

☐ [Insert ORA website link]

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