Research Enhancement Program 2020
Budget Recommendations

As you create your budget, there is no ranking on what items you include. What is most important is that you justify the need and relevance to the success of your project.

Allowable Costs

- Salary – For a multi-person project, you must justify the specializations each person brings to the project.
- Travel (i.e. to locations to collect data)
- Purchases of supplies and equipment relevant to project (equipment is defined as an item over $5,000)
- Payments for human subjects (cash or gift cards)

Unallowable Costs

- Faculty training not relevant to the project
- Conference registration and travel to conferences
- Course curriculum
- Tuition remission
- GRA health insurance
- Buying a computer
- Paying a consultant (outside of the university)

Note: When in doubt, provide ample justification.

Salary Guidelines

The following is outlined in the Research Enhancement Program (REP) Guidelines:
- The maximum award level for individuals applying for grants is $8,000. Collaborative projects involving two or more eligible faculty may be awarded a maximum of $16,000.
- Salary stipends may not exceed $8,000 and may be requested **only** for summer months. The combined summer teaching salary (if any) and REP salary stipend may not exceed one-third of the applicant's nine-month salary. Faculty on developmental leave may be funded, but again, a salary stipend can only be paid during the summer months. Lump-sum payments are allowed as long as they do not constitute **pay-above-base**. Pay-above-base is typically in reference to grants and means that you cannot get paid more than your regular base monthly salary in any given month (i.e. 9-month contract amount divided by 9).

Important
a. Principal Investigator (PI) is lead on the project and will be responsible for approving all budget-related transactions upon award.
b. Faculty cannot ask for more than their base monthly salary.
c. REP salary can only be requested during the summer months.

How do I figure out my base monthly salary?

Faculty X Example) Faculty X's contract is $54,000 for 9 months. The base monthly salary is $6,000. Salary spread across 12 months is not taken into account. **Note on 12-month salary spread**: To calculate your 9-month contract "monthly salary", go to your payroll earnings statement and multiply "Earnings" amount (not Net Pay) x 12 and then divide by 9. This is your monthly salary. *Or simply, email Matthew or Lisa and we will provide your base monthly salary.*

How do I figure out what salary numbers to include in my REP proposal?

Option 1: Salary stipend or lump sum payment for one month
Example) Faculty X wants to be paid $6,000 in June. This is possible because Faculty X is not teaching during Summer I. Faculty X can ask for anything at or below $6,000 (or his/her base monthly salary).

Budget Justification: Salary/Stipend $6,000 (PI)
- Suggestion: It is helpful to see how funds will be spent with a timeline or by phases.

Option 2: Faculty will be teaching and working on a REP-funded project
For a summer session where Faculty X is teaching one class and the working the the remaining time on his/her REP project, the amount would be $4,500.

	Summer I			What do I put in the REP proposal?
	June 1 – June 30	July 1 – July 15	Total Pay	
Teaching 1 class	$3,000	$1,500	$4,500	
REP (PI)	$3,000	$1,500	$4,500	$4,500
	$6,000	**$3,000**	**$9,000**	
Note: The Total Cost for Summer I is for 1.5 months or $9000.				

Budget Justification: Salary/Stipend: $4,500 (PI) for Summer I session
- Note: Summer I is from June 1 through July 15 and Summer II is from July 16 through August 31.

Options 3, 4 and 5: What if I have more complicated salary needs?
Email Matthew (mwinn@txstate.edu) or Lisa (lisa@txstate.edu) to set up a brief meeting to go over your projected budget.

Aside from PI/Co-I faculty salary, what are other examples to include in a budget justification?
- Travel (airfare, hotel, transportation, per diem)
  - Budget Justification Example: Travel: $2,000
  - More specifically X miles x $0.54/mi (State of Texas rate) plus lodging estimated at X dollars/night for X rooms and X nights
  - Per diem for Travel – Look up city rates for per diem and hotel at the US General Services Administration (GSA)

- Assistance:
  - Consultant: $1,000, Faculty XYZ, Dept/School, will provide "__ expertise" and assistance during Phase 1.
  - Coding Assistance: $2,000
  - Transcription: $1,000
  - Train and Pay Graduate Students to help transcribe and analyze qualitative data ($2,400)
  - Undergraduate Assistants: $1,000. 2-3 student actors will help provide support during Phase X ($10/hour x 100 hours = $1,000)

- Participant Incentives
  - Participant Incentives: Cash payments of $20 each or $1,000 total.
  - Participant Incentives: $800 or more specifically Incentives for 40 busy Texas State faculty and staff to participate in the "study title" with $20 Amazon gift cards ($800 total)

Remember! If you plan your budget correctly on the front end, it is easier to carry out when the project is awarded!