

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

BUDGET DETAIL AND NARRATIVE

Fill in the budget detail completely, listing all known vendors, travel locations, quantities, etc. Indicate TBD for unknown vendors.

Be aware of funding caps:

Travel & registration to conferences & meetings → 5% (of award
Indirect Costs / Admin Costs → 3% total)

Requesting overtime and/or supply funds to work cases/database samples? In your narrative, discuss how many cases/samples will be worked using these funds!

REMEMBER, do not exceed \$1000/case or \$40/database sample.

Requested in the budget? → Discuss in the *narrative!!*

Acronyms in the budget detail? → Spell them out in the narrative!

Conference and specialized software or equipment acronyms might not be known to all reviewers.

GSA RATES!!!

Requests for lodging must follow location- and time-of-year-specific GSA rates. Associated taxes can be requested (usually about 15%) too.

Find GSA rates here: <http://www.gsa.gov/portal/category/21287>

If you are using the budget detail and narrative worksheet recommended by the program office, **DO NOT** delete any sections or formulas. Hide unused rows if necessary.

Not sure where this item goes? Have other questions? Check the tabs at the bottom of the recommended budget detail and narrative worksheet, which lead to other worksheets with helpful hints about your budget.