

RCEI Groundwork Grants Budget Guidelines

Please adhere carefully to the following guidelines and explanations when preparing your proposal budget. When preparing your budget, watch for unanticipated or “hidden” costs. For instance, supplies, postage, mailings, etc.

1. Please use the budget template provided by the Office of Research when submitting your proposed budget. For the Office of Research Budget Template, choose the F&A Rate Category “No F&A Charged” for the grant.
2. Justify all costs using the budget narrative template.
3. Oversight and budgetary control will reside with your department or appropriate Dean’s Office. Please consult with these offices when developing your budget proposal. Expenses and costs must comply with all relevant university policies, and state and federal regulations.
4. Budgeted categories must include only one-time costs. RCEI Groundwork Grant funds are temporary and may not be used for permanent or on-going costs, including student stipends.
5. All funds must be expended within one year (within the grant period).
6. Unallowable costs:
 - a. Recurring costs, such as telephone, rent, or lease costs, cannot be charged to the grant.
 - b. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant.
 - c. Purchase of large equipment, and/or any capital expense is not allowed.
 - d. Lump sum transfer of Rutgers funds to a non-Rutgers entity/person is not supported by this grant.
 - e. Costs associated with facilities renovations may not be charged to the grant.
 - f. Purchase of small electronics may be allowed. Purchase of desktop or laptop computers is not allowed.
 - g. Publication costs are not allowed.
7. Personnel: Hourly payment of certain classes of employees is allowed under the grant, including graduate student summer hourly pay. However, faculty, post-doctoral fellow, and TA/GA salaries may not be charged to the grant. Consultants may be included in the budget. Student aid or student tuition and fee costs and not allowable. No permanent hiring may be done with these funds. All applicable HR policies and regulations apply.