

Andy Hill CARE Breakthrough Research Program Detailed Budget Instructions

Use the CARE Breakthrough Research Project Budget Form to provide a detailed project budget. The budget should include requested CARE grant funds and all other funds (including in-kind contributions) that will be used to carry out the proposed project.

The required form contains both cumulative and annual budget pages. The primary applicant should complete the budget form and capture the total project budget. The completed form should be submitted in Question 23a in the online application. Each collaborating or sub-award recipient organization should also complete a budget, capturing their sub-award component. Sub-award budgets should be submitted in Question 23c in the online application.

These budget forms do not carryover or auto-populate from year to year. Only the CARE CUMULATIVE tab will automatically calculate and populate based on entries in the annual budget pages (CARE YEAR 1–5).

Do not add or create new budget categories. Prior to final submission, please review your budget entries to ensure accuracy and alignment with budget amounts in other parts of the application and the budget justification (Question 23b) of the proposal.

If you have questions, please contact Peter Choi at peter@empirehealthfoundation.org.

CARE CUMULATIVE

1. Budget Type. For the primary applicant (i.e., total project budget) select “PRIMARY APPLICANT.” For a sub-award budget select “SUB-AWARD RECIPIENT.”
2. PD/PI Name. Enter the name of the Project Director/Principal Investigator for the proposed project.
3. Applicant Organization. Enter the name of the primary applicant organization.
4. Sub-award Organization. If this is a sub-award recipient budget, enter the name of the sub-award recipient organization. If this is an overall project budget, enter “N/A.”
5. Dates of Support. Enter the requested dates of support.
6. Parts 1 (Direct Costs) and 2 (Indirect Costs) of the page will automatically calculate and populate based on entries in the annual budget page tabs.

ANNUAL BUDGET PAGES (CARE YEAR 1–5)

1. The top 3 fields (i.e., PD/PI name and organization name(s)) will auto-populate based on entries in the CARE CUMULATIVE tab.
2. Part 1: Direct Costs Budget
 - a. Personnel. Enter name, project role, calendar person months, institutional base salary, project salary, and project benefits. Column I will auto-sum columns G and H. Cells G24 and H24 will auto-sum the salaries and benefits for the personnel listed. Cell I24 will auto-sum salary and benefit totals for all personnel listed.
 - b. Equipment. Itemize equipment and specify costs in cells G27–36. Cell I36 will auto-sum each of the equipment entries.
 - c. Supplies. Itemize supplies and specify costs in cells G39–48. Cell I48 will auto-sum each of the supply entries. [Note: if additional lines are needed for itemizing supplies, combine lines and specify the requested amount (e.g., lab disposables (\$750); reagents (\$1,000).]
 - d. Travel. Itemize travel and specify costs in cells G51–52. Cell I52 will auto-sum each of the travel entries.

- e. Other Direct Expenses. Itemize other direct cost expenses and specify costs in cells G55–G64. Cell I64 will auto-sum each of the individual other direct expense entries.
 - f. Sub-awards/Subcontracts. Itemize each of the sub-awards/subcontracts and specify amounts in cells G74–83. Cell I83 will auto-sum each of the individual entries.
 - g. Subtotal Direct Costs. Cell H85 will auto-sum the six Direct Cost category totals.
3. Part 2: Indirect Costs Budget.
- a. Indirect Cost Type. Enter the type of indirect cost (e.g., salary & wages, modified total direct costs, etc.) and whether the cost is off-site. If more than one cost base or rate is being used, then list them separately.
 - b. Indirect Cost Base. Enter the amount of the cost base for the indirect cost type.
 - c. Indirect Cost Rate. Enter the federally negotiated indirect cost rate that is being used. [Note: If no federally negotiated cost rate agreement, indicate “proposed IDC rate—will negotiate” in the Indirect Cost Type and use a proposed rate. The actual rate will be determined if the applicant is selected for an award.]
 - d. Indirect Cost. Cells I92–96 will auto-calculate the indirect cost from the cost basis and rate entered for each indirect cost type.
 - e. Subtotal Indirect Cost. Cell H100 will auto-sum each of the indirect cost entries.
4. Total Project Costs. Cell H102 will auto-sum the Direct (H85) and Indirect (H100) subtotals. This amount is the project budget for the specific year based on the entries.