

## **PRA Budget Guidelines**

Internal awards are subject to many of the same compliance requirements which govern grants supported by external funding agencies. All project expenses should be incurred within the time period outlined in the RFA. Allowable direct costs may include, but are not limited to, salaries for personnel involved in the study, research related travel, equipment, software, creative materials, data collection, participant or stakeholder incentives, web designers, rent for performance space, and supplies directly benefiting the proposed project. It may also include utilization of University-based cores and other support services, and development of educational materials. External research/scholarship support services may be allowed with proper justification.

Please work with your departmental administrator to ensure your project budget costs are allowable.

- Costs are allowable if they meet the following criteria:
  - Necessary and reasonable for the success of the project
  - Allocable
  - Consistent with UM policies ([umiami.policystat.com](http://umiami.policystat.com))
- Unallowable costs are those that do not meet the above criteria. They can include:
  - Alcoholic beverages
  - Contributions and donations
  - Entertainment, unless specifically provided for in the award
  - Fines, penalties, damages, and other settlements
  - Goods and services for personal use
  - Memberships in business, technical, and professional organizations

## **Salaries**

Summer salary support up to \$13,500 can be requested per faculty (inclusive of fringe). Summer salary should be expensed in the summer months within the award period.

If graduate students will be included in the project, the PI should include the student salary and the cost of health insurance, if applicable, under direct costs. Please work with your department administrator to develop and review your budget. Consistent with external agency guidelines, if awarded, no additional funding will be provided to cover unplanned items.

## **Other Costs**

Applications listing a single investigator can request up to \$6,500 in direct costs. Team projects listing multiple investigators can request up to \$10,000 in direct costs.

Expenses should be itemized, and a justification should be provided for each line item.

Consultants and/or University approved vendors may be used to accomplish the goals of the project (e.g. transcription services, developers, licenses, etc.). As a reminder, University employees cannot be considered vendors; they should be budgeted under personnel and not under other direct costs.

Research related travel excludes travel to conferences. Travel for the purposes of obtaining archives may be allowed with a justification and evidence that the archives are not available online. Any approved travel should be planned in accordance with the University's policies: <https://travel.miami.edu/business-travel/travel-policies/index.html>

Funds cannot be used for publications costs or membership fees.

Any equipment purchased using PRA funds is property of the University of Miami and will be housed in the PI's home department or library.

## **Contacts**

For inquiries, please contact Eva Olivares (e.olivares@miami.edu).

For specific questions about your project budget, please contact your departmental administrator.