

Building a Basic Budget Training Intensive

This hands-on intensive training is designed for professionals to gain experience and expertise in the challenging field of grant budgeting. This program is targeted at beginners interested in expanding their budgeting knowledge to facilitate investigators' success and enhance the institution's research portfolio.

Topics will include an overview of allowable costs, the fundamentals of creating an effective budget for a variety of sponsors, strategies for creating time-saving templates, and the power of the budget justification. Within these topics we will also address the impact of appointment type on requested effort, considerations needed to account for sponsor salary limitations, and common pitfalls frequently found in budgets.

This 6-hour training program covers the major factors in an effective budget budget, cost consideration, how to build a basic budget, and effectively translating the budget to the justification. The program is presented over three 2-hour online cohort sessions. Instructors will lead the online discussions, using previously developed materials, presenting key concepts and leading the cohort through selected case studies or other targeted conversations.

Minimum Instructor Criteria

- Minimum 8 years of experience in budget development; and at least 5 years in a supervisory role.
- Previous speaking experience required, with a preference in virtual and/or workshop courses.
- Ability to provide real-world examples and practical insights.
- Letter of support from the nominee's supervisor.
- Willingness to collaborate and cooperate with other instructors (there are typically four speakers for this cohort).
- Genuine passion for education and mentoring individuals in the field of research administration.