Utah CCTS KL2 Mentored Career Development Scholar Award Program
- Budget Guidelines and Instructions -

<table>
<thead>
<tr>
<th>Funding Instrument</th>
<th>Grant: A support mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.</th>
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</thead>
<tbody>
<tr>
<td>Award Budget</td>
<td>Award budgets, $112,500 per year, are composed of salary, benefits, and other program-related expenses, as described below.</td>
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<tr>
<td>Award Project Period</td>
<td>03/01/2017-02/28/2019 (2nd year of funds is contingent upon satisfactory review of progress report)</td>
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**STEP 1 – UNDERSTANDING BUDGET GUIDELINES**

The Utah Center for Clinical and Translational Science (CCTS) KL2 Mentored Career Development Scholar Award Program awards, per year, a total of $112,500 grant support for 2 years. This includes up to a total maximum of $97,500 in salary and benefit support and up to a minimum total of $15,000 in other program-related expenses. Separate from the $112,500 yearly award, each year of the award the Utah CCTS KL2 Program will support a maximum of $1,500 for one domestic professional meeting/conference (foreign travel expense is unallowable) and 5% FTE salary, up to the current NIH Salary Cap, and benefits support for the primary mentor.

The applicant’s total salary request must be based on a fulltime, 12-month faculty appointment. The KL2 Program requires the candidate to devote a minimum of 75% FTE / 9 person months (surgeons are to devote a minimum of 50% FTE / 6.00 person months) to conducting their career development related research.

Remaining effort may be devoted to other research pursuits and activities consistent with the objectives of the award. For the required effort, any deficits in salary and benefits not covered by this award are the responsibility of the applicant’s primary appointment department and must be matched through appropriate University of Utah accounting procedures. For further details, please see the Utah CCTS KL2 Mentored Career Development Scholar Award Funding Opportunity Announcement (FOA).

The CCTS KL2 Program will provide research development support (other program-related expenses) for the award recipient up to a minimum of $15,000/year. These costs may be used for the following expenses: (a) tuition and fees related to career development; (b) research expenses, such as supplies, books, service fees, and technical personnel; and (c) statistical services including personnel and computer time.

Unallowable costs include clerical and administrative salaries, office supplies, telephone costs, postage, and membership dues.

The KL2 Award follows the stipulations laid out in the National Institutes of Health (NIH) Grants Policy Statement. Applicants should ensure they exercise proper stewardship over funds. Award expenditures must be considered allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds.

Applicants are accountable for all expenses associated to awarded dollars.
STEP 2 – FOLLOW BUDGET INSTRUCTIONS

Applications must complete and include both a "CCTS KL2 Detailed Budget Sheet" and "Budget Justification" in the electronic Competition Space application. By adhering to the following sub-set instructions, applicants can ensure they meet the requirements.

STEP 2A – COMPLETE THE CCTS KL2 SALARY/BENEFIT DETERMINATION SHEET

To easily determine the appropriate amount to request in salary and benefits, applicants should download and complete the “CCTS KL2 Salary/Benefit Determination Sheet.” Applicants provide the content requested in Tab 1 if they are not a surgeon. Applicants provide the content requested in Tab 2 if they are a surgeon.

Applicants only enter the requested information in the designated grey cells; embedded formulas will calculate totals for the applicant. Specific details on required information is provided in the document. For convenience, applicants can easily determine if they meet the KL2 Award budget requirements by viewing the details automatically provided in Cell U16.

Once completed, applicants must include the exact figures listed on Row 16 (e.g., % FTE, institutional base salary, benefit rate) within the “CCTS KL2 Detailed Budget Sheet.” Please keep in mind that, to meet the protected research FTE requirement, the amounts listed on Row 21 are the responsibility of the applicant’s department to match. If there are questions or problems with the document, please contact Erin Wachs at either erin.wachs@hsc.utah.edu or 801-213-3756.

STEP 2B – COMPLETE THE CCTS KL2 DETAILED BUDGET SHEET

Applicants must download and complete the required information requested in both tabs of the “CCTS KL2 Detailed Budget Sheet.” Please remember, applicants must enter the exact same figures from Row 16 of their “CCTS KL2 Salary/Benefit Determination Sheet” into Tab 1’s Personnel Expenses section.

Only enter requested information in the designated grey cells; embedded formulas will calculate totals for the applicant. Again, for convenience, applicants can easily determine if their proposed 2-year budget meets the requirements by viewing the details automatically provided in Column O. If there are questions, please contact Erin Wachs at either erin.wachs@hsc.utah.edu or 801-213-3756.

STEP 2C – PROVIDE THE CCTS KL2 BUDGET JUSTIFICATION

In narrative form, applicants must provide reasons and calculations for various expenditures outlined in the proposed detailed budget. For convenience, a sample of a budget justification is provided below.

STEP 3 – SUBMIT DOCUMENTS WITHIN ELECTRONIC APPLICATION

Applications will be submitted via from the Competition Space online system. As outlined in the CCTS KL2 Mentored Career Development Scholar Award FOA Checklist, applicants will include the "Budget Justification" as part of the combined, KL2 Application PDF. Separately, applicants will convert all sections of the "CCTS KL2 Detailed Budget Sheet" into a PDF and attach as a single file.

SAMPLE BUDGET JUSTIFICATION

XXX, Candidate, Assistant Professor, Division of XXXX, Department of XXX, University of Utah. Dr. XXX will dedicate 75% FTE of her time to research and training related to the Mentored Patient-Oriented Research Career Development Award (K23) for each of the five years. $XX,XXX salary plus XX% benefits have been budgeted for years 1-2. XXX will be primarily responsible for the management of all technical, programmatic, logistical, and physical aspects of the project including study design, data collection, management, analysis, and preparation of all manuscripts resulting from this work. XXX will be responsible for fiscal control, assuring
regulatory compliance, conducting the project using high ethical standards, and completing all close-out and intellectual property requirements. XXX will maintain IRB approval and assure HIPAA compliance of the project. Dr. XXX will complete didactic courses in XXXXX, Good Clinical Practice, and Responsible Conduct of Research. XXX will also actively participate in workshops, seminars, conferences, national meetings, and research experiences with experts in the field of XXXX.

**TRAINING AND RESEARCH EXPENSES:**

$XX,XXX for training and research expenses is requested for years 1-2.

**Personnel:**

**Research Coordinator:** 15-25% FTE (1.80-3.0 cal. mos.) Years 1-2  
A research coordinator will be hired to assist Dr. XXX in patient recruitment, enrollment, consent, and collection, processing, and storage of biologic samples. As a Center for Clinical and Translation Science (CCTS) investigator, Dr. XXX will have access to the research coordinators in the CCTS Patient Interaction Core if any additional research coordinator time is required.

**Statistician:** 5-10% FTE (0.6-1.2 cal. mos.) Years 1 and 4-2  
A statistician will assist Dr. XXX in years 1, 4, and 5 with data analysis and interpretation for Aims 1 and 2. Statistical support is available to Dr. XXX through the CCTS Population Health Research Foundation, and/or through the xxxxx.

**Travel:**

**National Meetings:** $1,400/yr for Years 1-2 = $7,000 total ($600 airfare, $500 hotel, $300 per diem)  
Funding is requested for Dr. XXX to attend and/or present at one national meeting per year during the project. Dr. XXX will attend Pediatric Academic Societies and Infectious Diseases Society of America meetings as appropriate during the award period. Dr. XXX will receive Department/Division of xxxxxxx support for one national scientific meeting each year. The Department/Division XXX will also provide Dr. XXX with additional travel support for unique training opportunities as outlined in this proposal.

**Supplies ($3,034):**

**Materials and Supplies:** $684 year 1  
An estimated cost of $684 is requested for the purchase of 2,500-3,000 serum separating and storage tubes.

**Printing Costs:** $290/yr during years 1-2 = $1,450 total  
An estimated cost of $1,450 is requested for the printing of recruitment materials, consent forms, and posters for presentations.

**Specimen Shipping Costs:** $180/yr during years 1-2 = $900 total  
An estimated cost of $900 is requested for an anticipated 8 Human Specimen (Category B) FedEx shipments at $140-160/shipment to be sent to xxxxx University (estimated costs includes costs for packaging supplies and dry ice).

**Other Expenses ($26,394):**

**Participant Support:** Yr 1 - $1,300  
We anticipate 150 study participants to receive two $20-25/gift certificates for participant support for an anticipated cost of $6,500 ($1,300/yr during years 1-2). We anticipate and additional 50 study participants taking part in Specific Aim 2 to receive a $20-25/gift certificate for participant support for an estimated $1,200 ($300/yr during years 2-2).
Laboratory Assay Costs: $6,240/yr during years 1-2 = $31,200 total
We anticipate 850 influenza assays at $30-40/each will be tested by the xxxxxx Core Laboratory for an anticipated cost of $31,200.

Tuition

The following courses will be taken at the University of Utah at an estimated cost of $500-$700/class at the resident rate with ½ off faculty tuition reduction. All course fees and tuition needed will be institutionally supported:

Regulation of Metabolism (Biochem 6600) Half-semester course this is a 1.5 credit course.
Molecular Biology (MBiol 6410) this is a 2 credit course.
Genetic Epidemiology: Linkage (BMI 6520) this is a 3 credit course.
Foundations of Bioinformatics (BMI 6030) this is a 1.5 credit course.
Foundations of Genetic Epidemiology (BMI 6040) this is a 1.5 credit course.
Genetic Epidemiology: Association (BMI 6510) this is a 3 credit course.
Design and Implementation of Clinical Trails (MDCRC 6040) this is a 2 credit course.