

American Cancer Society Institutional Research Grant

Budget Guidelines

Use attached Budget Form to complete the 12-month budget. Budget cap is \$35,000, direct costs. ***Include direct costs only; there are no indirect costs associated with this grant.*** No faculty salaries should be included; however the appropriate amount of effort you and your collaborators will contribute to this project should be indicated. Principal Investigators must attribute at least 5% effort to this project, which will be a cost share through their departments. If other faculty will be providing measurable effort, their departments will be required to provide documentation of cost share. It is recommended that pre-approval of this cost share is obtained prior to submission of your application. Please follow these guidelines as you prepare your budget:

Expenditures Allowed:

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than \$2,000 (special justification is necessary for items exceeding this amount)
- Registration fees at scientific meetings

Expenditures Not Allowed:

- Secretarial/administrative personnel
- Salary of principal investigator
- Tuition
- Foreign travel (special consideration will be given for attendance at scientific meetings held in Canada)
- Honoraria and travel expenses for visiting lecturers
- Per Diem charges for hospital beds
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)
- Construction, renovation, or building/laboratory maintenance
- Purchasing and binding of periodicals and books
- Office and laboratory furniture
- Office equipment and supplies
- Rental of office or laboratory space
- Recruiting and relocation expenses
- Dues and membership fees in scientific societies