Planning your next budget period?

Here is a guide to help you

Every budget year you, as an investigator, have to send in a progress report to continue the support for your Public Health Services (PHS) grant and continued NIH funding. These annual progress reports should be submitted electronically through the eRA Commons electronic Research Performance Progress Report (RPPR) module.

Name and Role on Project

Starting with the PD/PI(s), list all employees of the applicant organization who will be involved with the project for at least one month or more, regardless of whether or not salaries are requested. Enter the number of months that will be devoted to the project. Make sure to use the right column when entering either academic, calendar, or summer-months.

Salary Requested

Regardless of the number of months being devoted to the project, enter the dollar amounts for each position for which funds are requested. The salary requested may not proportionally exceed any imposed salary limitation.

Fringe Benefits

Fringe benefits (employee benefits exempt from taxation i.e., health insurance, company car, cafeteria plan, etc.) may be requested in accordance with the institutional guidelines for each position, provided the costs are treated consistently by the applicant organization as a direct cost to all sponsors.

Totals

Calculate the totals for each position and enter the subtotals in each column where indicated.
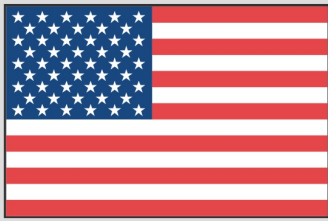
Special Instructions

Additional regulations apply when working with veterans.

For more information about working with veterans, visit:

http://www.ucdenver.edu/academics/research/AboutUs/GrantsContractsOffice/award-administration/resources/Pages/JointUniversityVeteransAffairsAppointments.aspx

Consultant Costs

Whether or not costs are involved, provide the names and organizational connections of all consultants, other than those involved in consortium/contractual arrangements. Briefly describe on Form Page 3 any changes in services to be performed. Include the number of days for which consulting is anticipated.

Equipment and Supplies

List items of equipment separately and justify the purchases on Page 3. Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than $1,000 do not have to be itemized. If animals are to be purchased, state the species, strain(s), ages, sex, and the number of animals to be used.
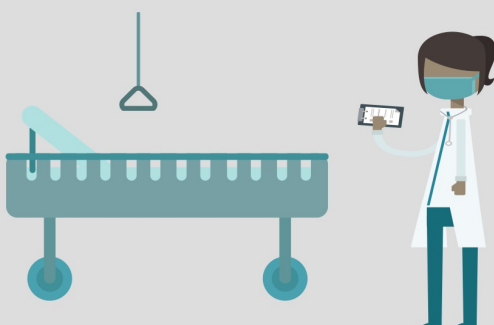
Travel

Provide the destination and purpose of each trip, the number of people going, and the expected costs.
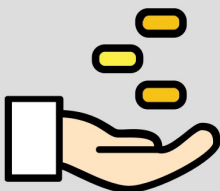
Other expenses

Itemize any other expenses by category and unit cost.

Patient Care Costs

Be specific when describing the estimated costs, including the number of patient days, estimated cost per patient and day, and cost per test and treatment. Provide information and expected costs on both inpatients and outpatients. Request these costs in the 'Other Expenses' category.

For further information visit:
http://grants.nih.gov/grants/funding/2590/phs2590.pdf