

Appendix 5. Annual Pilot Budget Requests Guide

CATEGORY OF EXPENSE	ALLOWABLE REQUEST ON PILOT PROJECT?
Books, Subscriptions	No
Computers, Laptops	No
Consultative Services	No
Equipment	No
Expenses in Obtaining a Visa	No
Graphics, Photography Charges	No
Indirect Costs	Will be added by the CTSA administrative office in accordance with negotiated F&A rate agreement
Lab Tests - Clinical	Yes, justify and verify the costs with the laboratory
Lab Tests – Research –Core Services	Yes, justify and verify the costs with the laboratory
Malpractice Insurance	No
Membership Dues	No
Office supplies	No
Parking Fees	No
Personnel Recruitment	No
Personnel:	
Principal Investigator/ Co-investigator Salary /Fringes	Maximum of \$5,000 (before fringe benefit costs) in salary support of each investigator. Note: established investigators are ineligible for this support
External Employee	No
Technical Support Personnel (study coordinator, lab tech, nurse, procedure tech, student)	Yes, up to \$20,000/year (before fringe benefit costs) to support research assistants or personnel
Publication Costs and Reprints	No
Receptions and Meals	No
Scientific Meeting Fees and Expenses	No
Service Contracts for Equipment Maintenance	No
Software Packages	Yes, if unavailable and essential to the project/strong justification required.
Space Alterations and Renovations	No
Stipend for Medical Students	Only if they are research personnel
Subject Participation Reimbursement	Yes
Lab Supplies, Disposables.	Yes, provide detailed justification – must be relevant to the proposed research and must be “consumed” by the project.
Telephone Long Distance (related to project)	No
Travel – Domestic or Foreign	No
Tuition Costs	No
Uniforms, Wearing Apparel	No
ANY NON-LISTED ITEM OR CATEGORY	Please contact the CTSC office.