CTSC READI Themed Pilot Budget Requests Guide

General Rule: Any permitted expenses must be consumed or used before the funding period ends. Any expense that would not be consumed or used before the funding period ends must be returned to the CTSC within one month after the funding period closes. If an expense cannot be returned (e.g., subscription) before the end of the funding period, it should be consumed or used as soon as practicable.

CATEGORY OF EXPENSE	ALLOWABLE REQUEST ON PILOT PROJECT?
Books, Subscriptions	Yes
Computers, Laptops, iPads, other electronics	Yes
Consultative Services	Yes
Equipment	Yes
Graphics, Photography	Yes
Indirect Costs	No
Lab Tests – Clinical	Yes
Lab Tests – Research – Core Services	Yes
Membership Dues	Yes
Office Supplies	Yes
Parking Fees	Yes
Personnel Recruitment	Yes
Principal Investigator/Co-investigator/Salary/Fringes	Max. of $5,000 (before fringe benefit costs) in salary for each investigator. <u>Note</u>: Established investigators are ineligible for this.
External Employee	Yes
Technical Support Personnel (e.g., study coordinator, lab tech, nurse, procedure tech, student)	Yes
Publication Costs and Reprints	Yes
Food	Yes
Venue	Yes
Scientific Meeting Fees and Expenses	Yes
Subject Participation Reimbursement	Yes
Tuition	Yes
Uniforms, Apparel	Yes
Copies	Yes
Marketing (e.g., social media campaigns)	Yes
Any Non-listed Item or Category	Please contact the CTSC office at READIpilot@Case.edu.