BUDGET

This document is designed to help you prepare a budget for an OLT Grant. Once you have carefully read and considered all the information below, Karen Sanecki-Jones in CHELT is available to help you finalise your budget. Please email her at Karen.Sanecki-Jones@anu.edu.au to make an appointment.

When constructing your budget you should start by ensuring all possible costs are included. In any negotiation it is easier to take out costs than to add some later. Where possible you should also show within the budget what you are not charging for as in kind costs. The OLT will be more willing to fund projects if they feel that they are not paying for everything.

The excel budget spread sheet provided by the OLT is divided into the following categories

A. Personnel, which will include:

Salaries All staff salaries are to be paid to the standard ANU scale. Information on levels and rates can be found on the ANU website: http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions. Make sure you include any EA increases and salary increments (especially if you are employing a staff member who is already on the ANU payroll). All calculations must include on costs, calculated at 30%, 17.5% for casual staff.

In kind contributions This is what the university is contributing to the project, most often in the form of a percentage of investigator’s time, for example 20% of their salary (equivalent of 1 day a week).

B. Project Support, which will include:

Consumables Stationary, resource materials etc come out of the administration fee but there may be specific items.

Travel – fares Take into account all air and motor vehicle costs, including hire cars and taxis. Be sure to budget at near to full economy fares. If you are able to gain cheaper flights during the project then this will provide you with some fat in your budget to cover any increase in costs elsewhere. Also remember that you may have to take equipment with you and therefore there may be excess baggage or freight costs

Accommodation If accommodation costs are unknown allow $180 per night. Otherwise you should budget on known costs.

Printing costs At the end of the project there is a report that needs to be published. The costs of writing and printing this report will need to be budgeted for.

Room & equipment hire If you are using university space or equipment this is a source of in kind contribution which can be costed. If you are using space elsewhere then there may be a cost to the project.
C. **Project Activities**, which will include:

**Future costs:** The OLT requires you to maintain a website of your project for at least 3 years, the update and maintenance of this should be included in your budget.

D. **Attendance at OLT Events**, which will include:

Any costs associated with team members attending an OLT Event/s, noting that the amount is capped at $3000 which must be listed as a single amount, and can be claimed in only one year.

E. **Institutional Overhead Levy**, which is:

The system in place couples the ARC system. In other words, the Institution Overhead Levy will be top-skimmed by ANU at 2% (of total funding) and top-skimmed by the college area (CASS-CHELT) by 8% (of total funding).

**GST**

Budgets are prepared on a GST exclusive basis. If a GST inclusive price is required, then this is calculated on the total project cost. This would normally only appear on the offer documentation.