

NTD Support Center Request for Proposals – Budget Requirements

- Please utilize this checklist as you build your budget
- The approved budget will be used as a comparison against actual financial reporting.
- **Please note the budget can be submitted using any template, however it must be fully itemized and include detailed line item justifications.**

Budget must include:

- Itemized costs
 - Detailed line item justification
 - Comprehensive project costs (Personnel, travel/transport, equipment, consumables/supplies, indirect cost percentage, etc)
 - Costs associated with per diems/field allowances, vehicle rentals, etc. must be supported by documentation.
 - Budget must be submitted in US dollars
 - Budgets over \$300,000 must be accompanied by a budget narrative
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Non-allowable Expenses (must be removed from budget prior to submission)

- Contingencies
 - Incidentals
 - Computers, phones, etc. not solely designated for this project
 - Alcoholic beverages
 - Debts or losses on other agreements or contracts
 - First Class Airfare; only basic, least expensive, unrestricted flight should be charged
 - Entertainment costs
 - Goods or services for personal use
 - Publication costs (BMGF portal provides cost-free publishing for approved research projects)
 - Honorariums
 - Airfare and associated costs for international conferences
 - Indirect costs for government agencies
 - No more than one indirect cost, even if multiple agencies are involved
 - Student/Graduate school tuition and/or funding
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Items to consider

- Justification and documentation must be provided for equipment over \$5,000
 - Personnel costs are limited to levels of effort on the project. No allowances on top of monthly salaries are allowed.
 - International flights of PIs or Co-PIs should be limited to what is absolutely necessary for project completion. All travel must be approved by the NTD Support Center.
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Items to consider

- The total funding available for this RFP is \$3 million. Projects must demonstrate value for money and costs must be directly associated with activities outlined in the proposal.
 - Rent, utilities, etc. are all considered indirect costs and should not be listed as separate line items.
 - Where applicable, translation costs of field tools should be included in the budget. Note: all reports submitted to the NTD-SC must be submitted in English.
 - If tablets, laptops, mobile phones, etc. need to be purchased for project completion, a detailed explanation of what will be done with the items after project completion is needed.
 - The NTD-SC may be able to provide some assistance with procurement if absolutely necessary. Please indicate any supply items for which you are requesting NTD-SC procurement.
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