Office of Research – Internal Funding Programs

BUDGET GUIDANCE

Many Office of Research internal funding awardees are required to submit a budget template for review and approval for select programs. The following guidelines serve as a resource to help you create your budget. If you have any questions about creating a budget or allowable budget categories, please contact research@uc.edu.

ALLOWABLE COSTS

CATEGORY	DESCRIPTION
Personnel	- Only the PI, students, and staff may be supported. - Salary support for the PI, either calendar or summer, is limited to one month total for the duration of the award. - Include a description of activities for each person listed.
Course-Buyout	- Funds may be used for course-buyout to allow sufficient time for research. - Unit/college policies and unit head approval must be included as an attachment.
Equipment	- Describe the specific equipment with specifications. - Include justification and document that such equipment does not already exist at UC or is unavailable for your use. - Include a quote for any equipment above $10,000 documenting appropriate university discounts.
Supplies	- Examples include lab supplies, research participant costs, and animals. - If your research involves human subjects, you must include appropriate submitted/approved IRB protocols. - If animals are required, you must also include appropriate submitted/approved IACUC protocols.
Travel	Only travel directly related to the research project is permitted.
Other Expenses	Examples include publication costs and lab/core facility services.

PROHIBITED COSTS

CATEGORY	DESCRIPTION
Personnel	- UC faculty who are not the PI cannot be supported financially. - External participants, including consultants, cannot be supported financially.
Tuition	Tuition may not be charged.
Travel	Travel to conferences or other similar meetings is not allowed.

Last updated: Fall 2025