

Guidelines for Preparing Academic Excellence Fund Proposal and Budget

Please adhere to the following guidelines and explanations when preparing your Academic Excellence Fund proposal and budget:

General Information

1. **Please use the “Excel Budget Form for Proposals” found at <http://vpr.rutgers.edu/internal-funding-programs/academic-excellence-fund.php> when submitting your proposed budget.** In addition, you may attach a statement explaining items within your budget if needed.
2. Oversight and budgetary control will reside with the Chancellor’s Office in Newark and Camden and your collegiate department or appropriate Dean’s Office in New Brunswick/Piscataway. Please consult with these offices when developing your budget proposal.
3. Budgeted categories must include only one-time costs. Academic Excellence Fund resources are temporary, and may not be used for permanent on-going costs. When estimating start-up costs for items such as equipment, be sure to address installation and associated costs, and consider any possible on-going costs that could result – data line maintenance, equipment contracts, etc. Additionally, unless your unit, Dean, or Chancellor is providing line weight, you must include the fringe benefit rate applicable to each salary category (refer to the Budget Form for fringe rates.) On-going costs will need to be covered through other existing permanent allocations.
4. Prior approval is required before funds not spent by the end of the project period may be carried into a subsequent period.
5. When costing out your award, watch for unanticipated or “hidden” costs. For instance, if conferences, workshops presentations and other avenues for dissemination of research are planned, consider the costs of supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant’s agreement is needed from purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from the Academic Excellence Fund for any such unanticipated expenses.
6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the Academic Excellence Fund. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the Academic Excellence Fund.
7. To concatenate the 3 files, i.e. the cover sheet, 3-page proposal and the Excel budget form, into a single pdf file, please convert each file to a pdf document using the full version of Adobe Acrobat. This cannot be done using the free Acrobat Reader version. In Adobe Acrobat, under the “Document” tab, click “Insert Pages”. Choose the documents from which you want to insert pages. Pages should be in this order, cover sheet, 3-page proposal then budget forms. The single pdf file should be named using the PI’s last name, first name, school or center and department. If you have any questions about producing the pdf file, please contact Mary Feldenkreich at 732-932-0150 x3015 or felden@orsp.rutgers.edu.

Notes on Specific Budget Categories

Salaries – Academic Excellence Funds are state funds and thus are subject to the rules and policies governing state lines. No **permanent** hiring may be done on these lines; that is, no tenure-track faculty or long-term faculty or staff commitments may be made to any new hire unless appropriate line weight is available within the proposing unit. Normal salary savings policies will not apply; the recipient will have the full value of the award and salary savings will not be deducted from unused budgeted salaries. If faculty and/or staff position allocations are requested, please be advised of the following:

- Salary budgets **MUST** include appropriate fringe benefits, unless line weight is being transferred from another account. The Excel budget templates automatically calculate the appropriate fringe benefit cost for you, unless line weight is provided.
- Line weight will not be provided by the central administration for Academic Excellence Fund awards. If weight is required, it must be provided by the Unit/Dean or Chancellor. Weighted positions provided on a temporary basis to AEF projects without associated salary dollars will not affect the Units'/Deans' or Chancellors' salary savings on the unused salary dollars.

Line resources must be specific: e.g., Faculty, Staff, GA/TA, etc.; Range/Salary; full year or partial year appointment. Line weight is needed for faculty release time as well as for regular salaried positions. Please indicate the time frame and number of courses, if teaching is involved.

- A statement explaining the continuation and support of any proposed position(s) beyond June 30, 2010 (or the conclusion of AEF funding) should be included.

Tuition and fees for TA/GA positions must be budgeted at the appropriate academic year graduate student tuition rate.