GPS Alliance is the system-wide office that coordinates the University’s international and global affairs. We work closely with campuses, colleges, faculty, staff, and students to internationalize the University.

Funding Administered by GPS Alliance:
- NSEPT David L. Boren Fellowship
- Walter H. Judd International Graduate & Professional Fellowships
- Dunn Peace Research Scholarship
- Global Spotlight Grants Program
A proposal budget section has two components:

1. Budget

2. Budget justification or budget narrative
1. Budget

Presents each line item and is a careful calculation and documentation of total funds needed to conduct the project/research.

- It must comply with sponsor’s guidelines
- It should flow logically from the proposal’s research and methodology plans with a breakdown of costs per year
- It must accurately fit the work to be conducted; an unrealistically lean or unduly inflated budget can count heavily against a favorable review
2. Budget justification

Budget justification or budget narrative: Explains why each item is necessary for the project.

- Follow application instructions
- Generally, the following items need justification:
  - personnel
  - travel (who, what, when, where)
  - equipment
  - F&A (indirect)

- Explain why each item is needed to accomplish the proposed project/research
**Budget vocabulary**

**F&A** – Financial and Administrative Costs. Also called “indirect costs”

**Direct costs** – expenses for personnel, equipment, supplies, contractual services, and other expenses needed for the project.

**In-kind contributions** – in lieu of cash or “hard” contributions

**IRB** – Institutional Review Board review and authorize all research work involving humans and vertebrate animals

**Personnel** – A person who will perform work the project. Include title, time he/she will spend on the project, and what he/she will be trying to accomplish
Notable Pros

- For Travel: Whenever possible, list “who, what, when, and where”
- Specific expenditures
- Contact the grant coordinator if there’s been a change in dates of travel or a large equipment rental/purchase
Notable Cons

- Under “Personnel” avoid saying “Person X will work Y amount of time” – *be specific*
- Inflated or lean living costs
- Inflated or lean airfare costs
- Budgeting per-diem for yourself *(in addition to food + lodging)*
- “Wordy” budget justifications
- Don’t ask for something that is not included in the grant, *when in doubt ask the grant coordinator*
- “miscellaneous” or “other” expenses *(be specific)*
- Not disclosing other sources of funding received
University resources

GPS Alliance: Funding for International Activities:  http://global.umn.edu/funding/index.html

GPS Alliance: Planning Student Research Abroad: http://global.umn.edu/funding/planning_research_abroad.html

GPS Alliance: Travel Resources:  http://global.umn.edu/resources/index.html

OVPR: Institutional Review Board:  http://www.irb.umn.edu/

OVPR: Research resources: 
http://www.research.umn.edu/forresearchers/resources.html#.TrP6YoWNUpR

University Libraries: Online workshops, tutorials, and guides (includes grant funding):  
http://www.lib.umn.edu/services/workshops/registration%23eventidXX18

CLA Grants, Fellowships & Research Funding:  http://grants.cla.umn.edu/services/proposal.html

SPA (Sponsored Projects Administration):  http://www.ospa.umn.edu/index.html