

## BUDGET GUIDELINES: 2020 EXTENSION COLLABORATION GRANTS

Extension Collaboration Grants are funded by the University of Illinois at Urbana-Champaign Office of the Provost and Illinois Extension from General Revenue Funds. Indirect Costs do not apply. **All proposed expenses must comply with University of Illinois Business and Financial Policies and Procedures.** [View OBFS allowable expenses.](#)

Awardee expenses must be reasonable, relate to University activities, and support the proposed activities, both research and outreach. Awardee expenses must also conform to the approved budget. If budget changes are needed in exceedance of 10%, then approval must be obtained via the grant administrator prior to spending.

**Salaries and Wages** paid to employees working on the supported project during the grant period are allowable provided total compensation to individual employees is reasonable for the work performed. **Fringe Benefits** are allowable in proportion to the salary charged to the grant.

**Sub-Awards:** Grantees are generally expected to use the services of University of Illinois at Urbana-Champaign employees to the maximum extent in managing and performing the activities supported by their grant. Where it is necessary for a grantee to enter into a subaward for the services of persons who are not its officers or employees, it is expected to do so in compliance with [OBFS subaward policies](#). Budget justification should demonstrate the need and rationale for the subaward.

**Travel expenses** including transportation, lodging, per diem and related items are allowable when incurred for project-related business by project personnel and by outside consultants employed on the project.

**Meeting and Conference** costs are only allowable if specifically and clearly identified in the proposed scope of work and budget, as modified and approved by University of Illinois Extension. Costs must be reasonable and directly allocable to the supported activity, including towards conference facilities, supplies, conference services (translation, recording, and accessibility), speaker fees, meals and coffee services.

Meetings internal to the grantees or U of I personnel are not allowable expenses. Conference registration and professional development fees are not allowable expenses.

**Materials and Supplies** that are necessary to carry out the project and for use during the 2-year grant period are allowable as prescribed in [OBFS purchasing policies](#).

**Permanent Equipment** that can remain in use beyond the life of the 2-year grant period is an allowable provided the equipment is:

- property of University of Illinois
- necessary for the research or activity supported by the grant;
- not otherwise reasonably available and accessible;
- primarily or exclusively used to conduct the proposed research and outreach activities;
- acquired in accordance with OBFS policy, including inventory of items above \$1,000; any inventoried item purchased with these funds that is no longer used must be disposed of per University guidelines.

### **Restricted expenses include:**

- Professional development costs
- Purchase of alcohol
- Meals, outside of conference meals as outlined above
- Any purchase that does not follow University guidelines
- Any cost involving recruiting of staff
- Any expense outside of the approved budget in exceedance of 10%

Questions regarding expenses not covered in this guidance may be directed to EPECC Coordinator Deborah Seiler at [dlseiler@illinois.edu](mailto:dlseiler@illinois.edu).