

# University Research Coordination Office

3/F HSSH \* Local 164

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## A GUIDE FOR BUDGET PREPARATION

(Revised as of August 2016)

In preparing the budget for research proposals, it is important for proponents to **SPECIFY AND INDICATE THE COST OF EACH ITEM** in the budget. Some points for budget preparation are as follows:

### A. Salaries of Personnel:

The proponent should provide a detailed job description for each project staff/personnel position.

Request for payment of fees for personnel should be made through the University Research Coordination Office. The faculty **should not** advance the payment for personnel.

#### 1. *Research Assistants*

Research assistants are generally DLSU undergraduate and graduate students. Involving students in research will benefit them academically as the experience provides research exposure and training among our students.

The number of research assistants hired depends on the project requirement. The rates for undergraduate and graduate student assistants are shown in the attachment.

*Computation:* Rate per hour x estimated work hours/day x number of days

#### 2. *Other personnel (e.g., consultant, transcriber, artist, carpenter, fabricator, technician, etc.)*

2.1. Specify the fees of other personnel whose services are needed for the project.

2.2. Proponents must also estimate the costs for other services needed such as graphics, photocopying services, audio recording and video services. Rates can be based on the current price at the Instructional Media Services (IMS), DLSU.

### B. Materials and Supplies:

1. Materials and supplies (i.e., office supplies such as ink, toner, drum, bondpaper, usb, etc.) **must be itemized**. Costs are usually based on the current price at the DLSU Bookstore, Procurement Office or the Information Technology Services (ITS). Requests for supplies

are made through the University Research Coordination Office and are directly charged against the project budget (i.e., transfer of funds).

For the price list for inks, toners, and drums, please visit the link:

<http://www.dlsu.edu.ph/offices/po/price-lists.asp>

2. Chemicals/reagents/glasswares/gadgets, etc. **must also be itemized** with proper costing. These supplies may be taken from the DLSU laboratories and are directly charged against the project budget (i.e., transfer of funds).
3. Purchases of equipment/chemicals/reagents/glasswares/supplies and other items available outside campus **should be cleared beforehand by the URCO. All purchases (any item or service) should be channeled through the Procurement Office.**

Purchase of computer and computer peripherals (e.g. mouse, keyboard, printer) is only allowed for projects under the New Ph.D. Grant and Interdisciplinary Research Program.

4. Other materials and supplies which are not available at the DLSU Bookstore/ITS/laboratories/Procurement Office **must also be specified with proper costing of each item.**

#### **C. Research-Related Travel and Transportation:**

Proponents can request funding for research-related travel and transportation based on the specific requirements of the research project.

1. Travel and Transportation: The proponent should specify the destination, no. of project staff/persons, no. of visits to site/destination, and the mode of transportation.
2. Accommodation: The proponent should provide details for accommodation (e.g., name of hotel/venue, no. of days/nights of stay, no. of project staff/persons).

#### **D. Reproduction of Materials:**

In preparing the budget for the reproduction of materials, the following must be considered:

##### **1. *Photocopying of Materials***

- 1.1. Reference materials which are to be reproduced must be research-related and **should not exceed 2000 pages.**
- 1.2. Final reports to be submitted to the University Research Coordination Office may be photocopied:

*Computation:* rate/page x number of pages x 2 copies

## 2. *Mimeographing*

Materials to be mimeographed for students' use are not funded by the University Research Coordination Office. The photocopying, mimeographing of materials are charged directly to the project (i.e., transfer of funds).

*Computation:* Number of stencils x number of copies x mimeo rates/copy

### **E. Others:**

Proponents must also estimate the costs of other items such as films, film/slide processing, communications, other fees (e.g., library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/processing fee for application for tax exemption/delivery charge/freight charge), insurance, etc. which do not fall under budget items A-D.

### **F. Evaluation Fee:**

A standard rate of P3,000.00 for the evaluator's fee is used by the University Research Coordination Office for all projects except for thesis/dissertation projects, interdisciplinary research projects, and research program workshop projects.

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\* Refer to attachment for current rates and price list.

**CURRENT RATES  
(as of August 2016)**

**A. Salaries of Personnel**

1. *Research Assistant*

| Classification            | Rate/Hour    |
|---------------------------|--------------|
| RA I (Undergraduate)      | P 61.00/hour |
| RA II (Graduate) w/ AB/BS | 81.00/hour   |
| W/ MA                     | 106.00/hour  |

*Ex.* for RA II (graduate student w/ AB/BS) who works 4 hours a day for 30 days:  
 $P81.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = P 9,720.00$

2. *Other Personnel*

2.1. *Consultant* — P5,000.00 maximum per project except for interdisciplinary research projects

2.2. *Artist/Draftsman/Illustrator*

| Graphics                 | Cost              |
|--------------------------|-------------------|
| Charts, diagrams, graphs | P 10.00 - 50.00 @ |
| Drawings, cover design   | 10.00 - 60.00 @   |

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

2.5. *Transcriber*

P900.00 (60 min. /1 hr. tape)

P1,250.00 (90 min. /1 ½ hrs. tape)

**B. Reproduction of Materials**

1. *Photocopying of materials*

| Paper | Rate/Page (powder) |
|-------|--------------------|
| Short | .65                |
| Long  | .75                |

*Ex.* for short liquid copy, 50 pages of final report, URCO-funded,  
P.65/page x 50 pages x 2 copies = P 65.00

2. *Mimeographing*

| paper   | one-side |      | back-to-back |      |
|---|----------|------|--------------|------|
|   | short    | long | short        | long |
| groundwood  | 0.37     | 0.40 | 0.45         | 0.48 |
| white   | 0.52     | 0.55 | 0.68         | 0.75 |
| colored   | 0.55     | 0.60 | 0.70         | 0.77 |
| Additional charged of P20.00 in every original copies |          |      |              |      |

*Ex.* for short, groundwood, one-side regular stencil  
1,000 copies x P.52/sheet plus P20.00 (master stencil) = P540.00

**C. Materials and Supplies**

Common amount of P4,000 per project for office supplies. If greater than P4,000.00, justification with itemized list must be provided.

**D. Research- Related Travel and Transportation**

Travel and Transportation: Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of persons

Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons

**E. Evaluation fee**

P3,000.00 (standard rate) except for thesis/dissertation, interdisciplinary research projects, and research program workshop projects.