Research budget guide

Completing a research budget can be an overwhelming task for researchers. This guide helps you to understand where to insert your revenue and expenditure details when completing a budget using the template provided.

After you complete your budget, this is how your finished document should appear:

(Read the research budget example)

Your budget template must account for all revenue and expenditure, including in-kind and no cost expenses. While completing your research budget template, use the following sections as a guide:

- Revenue
- Expenses
- In-kind contributions
- No cost contributions
Revenue

Revenue is funding to support your research within Gold Coast Hospital and Health Service (GCHHS). This only includes revenue received at GCHHS.

How do I complete the revenue?

List all revenue sources in the enclosed section below on the right. Do not list funds going to an external entity (i.e. a university). Each source requires supporting documents, letter of approval, and funding confirmation.

Expenses

How do I complete the expenses?

Please include the cost and detail under the various categories, of all the project’s expected expenses. Supporting documents such as quotes are required.

Labour costs

Please note that all labour calculations must include on-costs. 30% is an acceptable figure to add to your calculation if your finance area has not provided you with a formal costing.
In-kind contributions are an indirect cost to GCHHS. In-kind is where no actual funds are available to cover the cost, but the Department has confirmed support through providing staff hours or supplies, for example printing or stationery.

How do I complete in-kind contributions?

Ensure you allocate costs as either in-kind or not (Yes/No) within the enclosed left section and list your in-kind costs under the in-kind cost menu on the right.
## No cost

Although neither a direct nor indirect cost to GCHHS, we capture this cost to reflect the time committed to research that is not funded. This can include hours spent on the project as dedicated research time stipulated in your role description or volunteered time outside of work hours.

### How do I complete no cost details?

Provide details of the estimated no cost component in the enclosed section below on the bottom. This includes the hours and pay levels for each team member.

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### Gold Coast Health Research Budget Template

**Project Name:**

**Principal Investigator:**

(Note: Please note your budget details in the yellow shaded cells only.)

### Budget Category

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Item / Description</th>
<th>Per Hour Unit or Per Hour</th>
<th>Hours or Months Requested</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>BRFI</td>
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<td></td>
<td>GCHRIS</td>
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<td></td>
<td>PRF</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$517,357.30</td>
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### In-Kind Contributions (IVR)

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Item / Description</th>
<th>Per Hour Unit or Pay Rate</th>
<th>Hours or Months Requested</th>
<th>In-Kind Cost</th>
<th>Total Cash Cost</th>
<th>Total Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
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</table>

### Non-Research Costs

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Item / Description</th>
<th>Per Hour Unit or Pay Rate</th>
<th>Hours or Months Requested</th>
<th>In-Kind Cost</th>
<th>Total Cash Cost</th>
<th>Total Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

### Surplus/Deficit

**Surplus/Deficit:**

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### Notes

- **No Cost (Part of dedicated research time or volunteered outside of work hours):**
  - $15/hour (Full-time equivalent) or $30/hour (Part-time equivalent)
  - $0.00 (Full-time equivalent) or $0.00 (Part-time equivalent)

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**FOR OFFICE OF RESEARCH GOVERNANCE & DEVELOPMENT USE ONLY:**

PRE-SSA PSSA Budget reviewed and approved: [Date]

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**Gold Coast Health**

Building a healthier community

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