RESOURCE PLANNING AND BUDGET

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NSF

- Planning

- Resources

- Activities

- Gantt Charts

- Milestones

- Budget

- Resource planning is a process of allocating tasks in a way that would maximize the efficiency of the resources

- A properly documented Resource Plan will specify the exact quantities of labour, equipment and materials needed to complete your project

Human Resources to carry out the project

- Principal Investigator, Co-Investigators, Collaborators
    - Knowledge
    - Training
    - Research experience related to the proposed work

- Research Student, Technical Assistant, Labourer

Other resources (Physical) and support services

- Working environment/ study sites
- Laboratory space
- Animal house
- Equipment and other facilities required
- Consumables
- Time
- Money

Planning

At the proposal planning stage itself:

- Identify the research question based on national R & D needs/ societal needs as far as possible

- Develop the project objectives (overall and specific objectives)

- Identify tasks/ activities needed to achieve the objectives

Activities / Tasks

- Tasks are activities that must be completed to achieve the project objective

- Breakdown the project into small tasks and subtasks

- Tasks have start and end points, are relatively short and significant
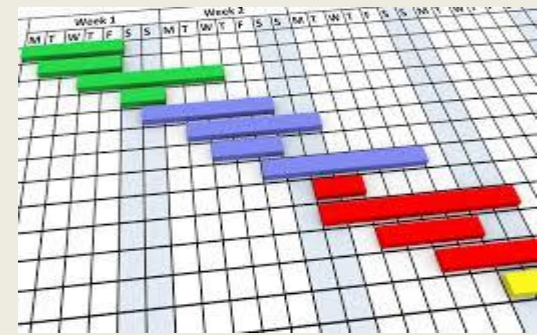
- Identify and list the resources needed for completion of each task

- Estimate the quantity of each resource

- Prepare the budget

- Identify the timeline for each task. Some tasks can be done concurrently, while others have to wait for the previous task to be completed

- Prepare the Gantt chart
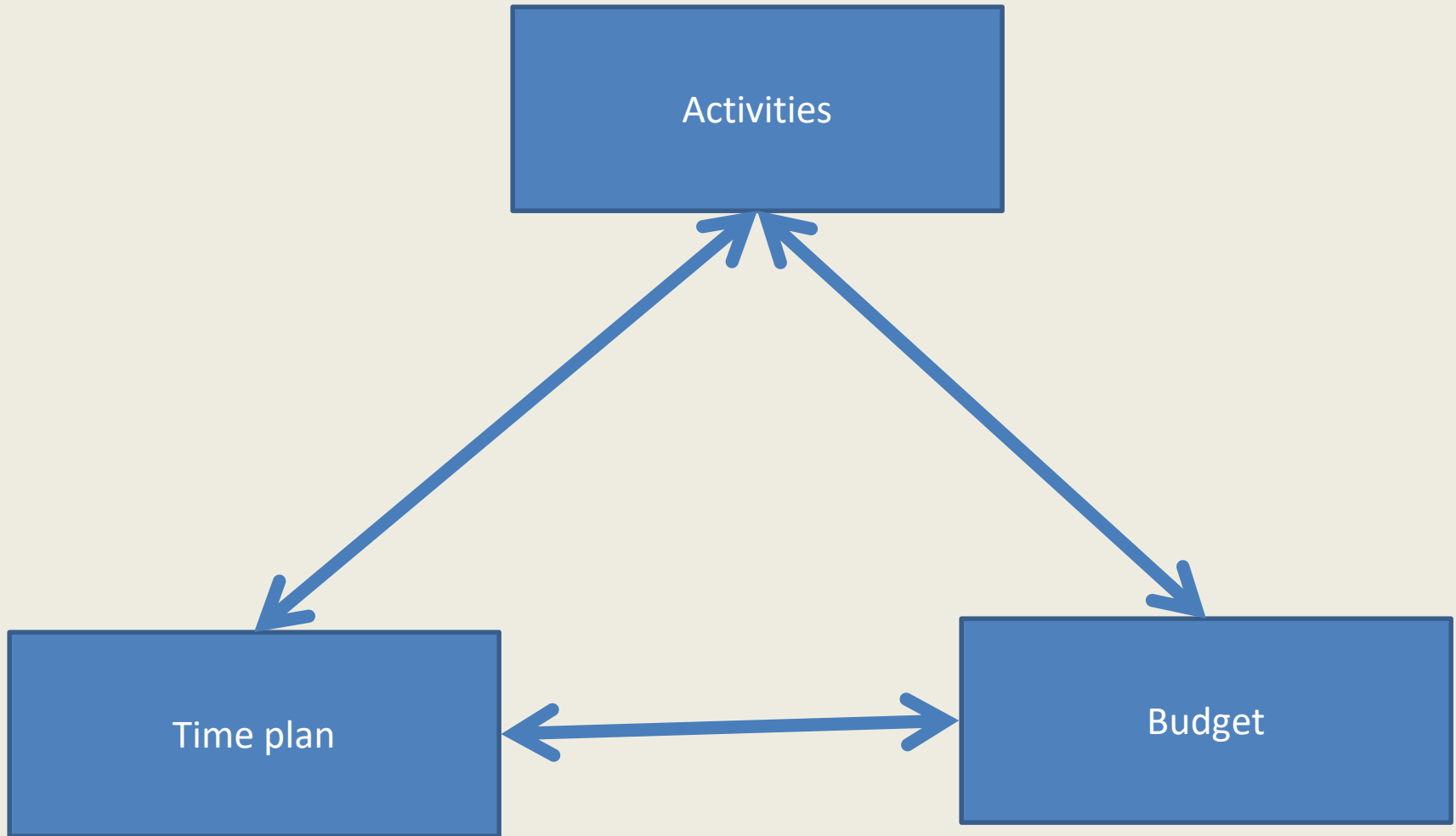
- A Gantt Chart is a visual project planning tool that gives us an overview of the project
- Gantt Charts are simple to understand and easy to construct
- They are used to represent the timing of tasks required to complete a project
- Each task takes up one row. Dates/ Time period run along the top
- Tasks may run sequentially, in parallel or may be overlapping
- Monitor the progress effectively

Gantt Chart

Activity \ Duration	FIRST YEAR												SECOND YEAR											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Literature survey	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Sample collection		■	■	■	■	■	■	■	■	■	■	■												
Laboratory experiments					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■					
Data analysis																	■	■	■	■				
Manuscripts for local and international journals																					■	■	■	
Final report preparation																								■

Milestones

- A set of activities will end up with a Milestone

- Milestones are important checkpoints or interim goals for a project. They can be used to track project progress and accomplishments

- Milestones make project management easier, help to define project priorities, monitor progress and tell a more meaningful "status story"

- It also helps to identify risk areas for project and to catch scheduling problems early

* Budget must be in line with current NSF payment rates

Research Personnel

- **NSF Research Scientists** should have a postgraduate degree (MPhil/PhD) and work full time with the Principal Investigator. NSF Research Scientists can be allocated only for Principal Investigators with adequate research experience as decided by the NSF.

- Full-time **Research Students** registering for a Postgraduate Degree can be allocated only for Principal Investigators with two or more years of postdoctoral research experience.

- **Technical Assistants** can be with O/L or A/L qualifications

  For Principal Investigators who have not received any Research Grants before (NSF or other funding sources), total budget should not exceed Rs. 1.5 Million, excluding allocations for Research Personnel)

Equipment

- List all the items of equipment with justification

- Budget for equipment should not exceed 50% of the total budget

- If an equipment costs more than Rs. 750,000/=, should apply through the Equipment Grant Scheme

- Price calculated at current exchange rate + 20%

- Computers: strong justification necessary (laptops should be returned to the NSF at the end of the project)

Consumables

- List with description

- Quantities and cost

Sample analysis

- If outsourced

- Type of analysis

- Number of samples and cost

Statistical analysis

- If outsourced
- Software

Travel and subsistence

- Only for field visits related to the project
- With justification
- Place, distance, number of visits and cost
- Calculation for subsistence

Miscellaneous

- Should not exceed 10% of the total budget

  - ➢ Stationery

  - ➢ Data storage devices

  - ➢ Printing/ Photocopying

  - ➢ Ethical clearance, etc.

Funding is not provided

- Consultants
- Drivers O/T and subsistence
- Administrative cost
- Payments for thesis defense panel
- Maintaining equipment – has to be borne by the institution
- Contingencies/ unforeseen expenses
- Computers and Printers for routine work
- Travel abroad
- Registration fees for overseas conferences/ seminars
- Travel to NSF / CoI's institution for meetings
- Advertisements

- Hard copy and the soft copy are contradictory
- Figures given in the budget inaccurate
- Totaling of the budget not done
- Budget justifications not given
- Requesting driver's O/T, subsistence from NSF
- Miscellaneous budget over 10% of the total budget
- Requesting funds for contingencies, unforeseen expenditure
- Not forwarding through proper channels
- Supporting documents not attached (bio data, ethical clearance etc.)

THANK YOU