

# RESEARCH

@ SINGHEALTH DUKE-NUS  
ACADEMIC MEDICAL CENTRE

## HOW TO PREPARE A GOOD GRANT BUDGET

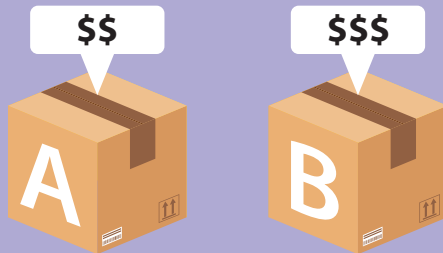


When preparing a grant budget, it is advisable to **minimise possible grant variation** which leads to **additional administration work and lead time needed** for the budget to be approved. Follow this guide to plan your budget!

### Good Grant Budget

- ✓ Minimal grant variation required
- ✓ Optimal use of funds
- ✓ Makes the practical implementation of the research project smoother

### 1 Identify the items that needs to be budgeted



- Group items of similar broad categories together
- Keep a record of specific items on your own detailed breakdown list to justify the cost.

### 2 Act early to find out the cost



- Stretch your grant dollar
- Look for existing resources you can tap on before budgeting. Tap on core platforms and their services to accelerate your experiments. Scan the QR code to visit AMC website for services.

AMC Research Website



*Note: procurement of equipment takes time and could delay project*

### 3 Run the budget by your Research Admin teams before submitting



- Each institutions' Research Development Office (RDO) may have an overview of available software, equipment resources, etc.
- They can also help to consult HR or Finance on manpower costs.