

GUIDELINES IN PREPARING YOUR BUDGET

The budget is an important component of the proposal and should be given the attention it deserves. As you prepare your budget take note of the following:

1. A good budget should reflect the activities outlined in the methodology and the workplan.
2. Unless specifically provided for by the respective donor, most donors are hesitant to fund laptops, computers, printers, cameras, mobile phones, payment of tuition fees, salaries, consultancies fees and journal subscription fees. It is expected you will do good research and write a good manuscript that can be awarded a publication fee waiver.
3. The general rule is that any equipment procured with grants to/or through the university remains the property of the host institution after completion of your research.
4. Traveling costs and accommodation allowances should not exceed 20% of the total budget.
5. Most of the donors limit the master's budget to about Ksh500,000 and one year. A PhD may be funded for up to Kshs 2,000,000 for a total period of three years.
6. Most donors are happy to fund consumables/expendable supplies and field activities- put most of your monetary requirements here.
7. For PhD it may be useful to put about 50% of your total budget in the first year, as sometimes the funding for the next cycle is not renewed or is delayed.
8. Budgets are traditionally prepared in a table form as shown below.

Item/Activity	Quantity/Description	Cost/Unit	Year 1 Amount	Year 2 Amount	Year 3 Amount
Consumables/Expendable supplies					
Fertilizer	CAN 50kg bag	3000	6000	3000	3000
Land preparation	Man days	500	5000	3000	1000
Elisa Kit	30 reactions units	500	10000	6000	2000
Field activities					
Training of enumerators	10 participants	1000	10000	_	_
Focus group discussions	7 meetings	500	_	1500	500
Equipment (only items not commonly found in laboratories will be funded)					
PCR machine	BASF Germany	5000	5000	_	_
Travel and accommodation costs					
Travel to station 1	200km	20	4000	3000	1000
Travel to station 2	50km	20	1000	500	_
Accommodation	10 days	1000	10000	6000	2000
Documentation/publication/conferences					
Thesis preparation	7 bound booklets	500	_	_	3500
Conferences	Two local meetings	1000	_	1000	1000
TOTAL			51000	24000	14000

Please note:

For Masters your budget should end at Year 1 column while for PhD show two to three years. The figures and items in the table are purely hypothetical. You should be able to customize your budget as per the requirements of the donor and your discipline.