

BUDGET DETAIL WORKSHEET

A. PERSONNEL:

LIST EACH POSITION BY TITLE AND NAME OF EMPLOYEE, IF AVAILABLE OR "TO BE NAMED". SHOW THE ANNUAL SALARY RATE, # MONTHS AND PERCENTAGE OF TIME TO BE DEVOTED TO THE PROJECT PER YEAR. UNDERGRADUATE STUDENTS ARE PAID HOURLY. SHOW NUMBER OF MONTHS X HOURS X RATE. COMPENSATION PAID TO AN EMPLOYEE ENGAGED IN GRANT ACTIVITIES MUST BE CONSISTENT WITH THAT PAID FOR SIMILAR WORK WITHIN THE APPLICANT ORGANIZATION.

NAME/POSITION	COMPUTATION	COST
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B. FRINGE BENEFITS:

FRINGE BENEFITS WILL BE CALCULATED BY THE RESEARCH FOUNDATION OR OFFICE OF SPONSORED PROGRAMS AS FOLLOWS:
FACULTY AND STAFF-17.6% OF SALARY + INSURANCE X # MONTHS X %TIME
GRAD. STUDENT-10.1% OF SALARY + INSURANCE (IF TIME > 50%) X # MONTHS
UNDERGRADUATE STUDENT-10.1% OF SALARY

NAME/POSITION	COMPUTATION	COST
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C. TRAVEL

MUST BE DETAILED PER TRIP AS CATEGORIZED BELOW. THE BREAKDOWN NEEDS TO INCLUDE NUMBER OF PEOPLE, HOTEL, AIRFARE, PARKING, FOOD, MILEAGE, GROUND TRANSPORTATION, ETC.

PURPOSE/LOCATION	ITEM	COMPUTATION	COST
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D. EQUIPMENT

LIST NON EXPENDABLE ITEMS THAT ARE TO BE PURCHASED. EXPLAIN HOW THE EQUIPMENT IS NECESSARY FOR THE SUCCESS OF THE PROJECT. INCLUDE DETAILED SPECIFICATIONS, DRAWINGS, ETC.

ITEM	COMPUTATION	COST
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E. SUPPLIES

LIST ITEMS BY TYPE. SHOW THE BASIS FOR COMPUTATION. GENERALLY SUPPLIES THAT ARE EXPENDABLE, OR CONSUMED DURING THE PROJECT. SUPPLIES DO NOT INCLUDE POSTAGE, MEMBERSHIPS, LOCAL TELEPHONE, STEREO SYSTEMS, COMPUTER SOFTWARE, CELLULAR PHONES AND SERVICES UNLESS AUTHORIZED.

SUPPLY ITEM	COMPUTATION	COST
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F. CONSTRUCTION

AS A RULE, CONSTRUCTION COSTS ARE NOT ALLOWABLE. CONSULT WITH THE PROGRAM OFFICE BEFORE BUDGETING FUNDS IN THIS CATEGORY.

PURPOSE	DESCRIPTION	COST
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G. CONSULTANTS/CONTRACTS

CONSULTANTS

INCLUDE A JUSTIFICATION FOR THE CONSULTANT SERVICES. INCLUDE IN THE COMPUTATION THE RATE PER DAY X NUMBER OF DAYS X NUMBER OF TIMES EACH SERVICE PERFORMED. MUST COMPLETE DETERMINATION OF INDEPENDENT CONTRACTOR STATUS FORM FOR EACH CONSULTANT (INCLUDING THOSE TO BE NAMED).

CONTRACTS

CONTRACTOR MUST PROVIDE A LETTER OF INTENT AND AN OFFICIAL REPRESENTATIVE SIGNED INSTITUTIONAL BUDGET.

CONSULTANT NAME	PROVIDED SERVICES	COMPUTATION	COST
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CONSULTANT EXPENSES: ITEM	LOCATION	COMPUTATION	COST
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CONTRACTS	COST
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H. OTHER

ITEMS NOT FALLING IN THE ABOVE CATEGORIES. INCLUDE DESCRIPTIONS, UNIT PRICE X QUANTITY AND EXTENDED COST.

DESCRIPTION	COMPUTATION	COST
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I. INDIRECT COSTS

UNIVERSITY INDIRECT COST IS 43.5% FOR RESEARCH AND INSTRUCTION OR 26% FOR PUBLIC SERVICE, ACADEMIC SUPPORT, STUDENT SERVICES, SCHOLARSHIPS, AND FELLOWSHIPS. IF A DIFFERENT RATE IS USED, IT MUST BE APPROVED IN WRITING BY THE SPONSOR, OR THE PRINCIPAL INVESTIGATOR MUST OBTAIN A WAIVER SIGNED VICE PRESIDENT OF FINANCE AND ADMINISTRATION.

DESCRIPTION	COMPUTATION	COST
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