Office of Sponsored Programs

Budget Checklist

The following is a list of possible expenses that may be charged to a sponsored programs

cost center. This list is not intended to be all inclusive but may be useful as guidance when developing budgets. Please note: that some items may not be allowed depending on the sponsor please check your RFP for details.

**Salaries:**

Faculty (Academic Year, Calendar Year, Summer Months)

Administrative/clerical staff (extra justification required)

Programmers

Technicians

Post Doctoral Fellows

Graduate Students

Undergraduate Students

**Fringe Benefits**

Fringe benefits are applicable to all full time and part time faculty and staff.

**Equipment**

Non-expendable equipment (over $5,000)

Accessories

Freight

Installation

**Supplies and Expendable Equipment**

Animals and animal maintenance supplies

Audio and video tapes

Brochures and Announcements

Chemicals

Glassware

Postage (unallowable on federal proposals unless survey type project)

Software (specialized)

**Travel** (foreign vs. domestic)

Conference and meeting expenses

Field work

Hotel

Local (cabs/parking)

Subsistence fees

Transportation (Airfare, train, automobile)

**Publications**

Page charges

**Participant Costs**

Conference attendees

Stipend

Travel

**Subcontracts** (please inform specialist of contact name and information of subcontract as documents are required prior to proposal submission)

**Other Direct Costs**

Alterations & Renovations

Animal Care

Communications

Vehicle Lease or Purchase

Equipment maintenance contracts

Consultants (Fees, Travel, etc.)

Courier or delivery service

Human Subjects

Service Contracts (equipment rental & maintenance, photographic or specialized services)

Space Rental

**Indirect Costs (also called Facilities & Administrative (F&A) or Overhead)**

On campus

Off campus

Research

Instruction

Other Sponsored Activity