

PROPOSAL BUDGET WORKSHEET

Today's Date:

Name of P.I.:

Name of Co-P.I.

Dept:

Direct Cost Limit (if any):

Total Cost Limit (if any):

Is Cost Sharing Involved/Required? Yes No

Will it be requested from outside the dept Yes No

Please see Dept. Head as soon as possible

Funding Agency(please be as specific as possible):

(if NIH, does it need to go Modular?) Yes No Unsure

RFP/Q #

Program Name:

Project Period:

Proposals typically begin on the 1st of any given month

Number of Years Funding Requested:

Type of activity being conducted: Research Instruction Other Sponsored Program Fellowship

If F&A rate is different than University Approved, please indicate that here:

Are Regulatory approvals required? Human Subjects Vertebrate Animals RDNA

Information regarding these policies is located at <http://www.purdue.edu/Research/SPSOffice/ORAOOffice/ORA-main.html>

Date Proposal is Due at the Agency ***please circle one*** (postmark/receipt)

Proposal Title

I. PERSONNEL:

NAME

% EFFORT

A) Principal Investigator:

% of academic year salary

budgeted to project:

% of academic year effort

devoted to project, but not budgeted:

Number of months Summer Salary:

Responsible Dept & contact: (if submitted elsewhere)

B) Other Faculty (Co-PI):

C) Administrative/Technical:

D) Graduate Students:

Number requested: AY or FY (circle one)

Rate of pay:

E) Grad Fee Remit (008270): [redacted]
(business office calculates)

F) Grad Insurance (008281): [redacted]
(business office calculates) **please indicate if another appt is held elsewhere**

G) Service: [redacted] [redacted]
(Clerical staff cannot be charged to federal projects)

H) Bi-Weekly Student Labor: [redacted]
Number requested: [redacted]
Period & number of hours: [redacted]

II. CAPITAL EQUIPMENT (ITEMS COSTING OVER \$2,500)

A) Scientific (008510**): Example; microscopes: (Purchase or build? If fabricating see below)

Description Estimated Cost per Year

Description	Estimated Cost per Year
[redacted]	[redacted]

B) General Purpose (008530**) Example; computer equipment over \$2500:

Description Estimated Cost per Year

Description	Estimated Cost per Year
[redacted]	[redacted]

Fabricated Equipment (008540) Will charge f&a for individual parts if <\$2500. All parts when combined will be Capital Equip.

[redacted]

III. TRAVEL COSTS:

A) Travel-Domestic (008430) or Foreign (008431)

Destination No. of Employees Estimated Cost per Year

Destination	No. of Employees	Estimated Cost per Year
[redacted]	[redacted]	[redacted]

IV. OTHER COSTS:

A) Communications (008420) per Year:

Long Distance [redacted] Postage [redacted]

B) Consultants (008410) per Year:
short term is <15 days, long term is >15 days

Name	Daily Rate	No. of Days	Expenses

C) Expendable Equipment (008445) under \$2,500--Example: Computer, software/hardware
 per Year:

D) Human Subject Payments (008498) per Year:

E) Participant Costs (008997) per Year:

F) Other Supplies & Expenses (008499) Example: Lab supplies, rats, etc. per Year:

G) Printing & Duplication (008435) per Year:

H) Rental Property--Space (008997) per Year:

V. Does the proposal involve a subcontract? If so, we need the budget & other papers for the subcontract, before submitting our proposal. Also, give the name and contact info for the Business Manager or equivalent who is handling the subcontract. (008405 ≤ \$25,000) (008406 > \$25,000)



Notes:
