

Proposal Budget Request Form

1. Agency and solicitation number (if applicable) or provide link or pdf:

2. Agency Due date: _____ (remember due to OSP 5 business days prior to agency due date)
3. Title: _____
4. Thrust area: _____
5. Fiscally Responsible Department: _____
 - a. Affiliated department (if fiscally responsible is center or multiple academic): _____
6. Budget start date and length of POP: _____
7. PI: _____
 - a. Approximate time during academic months: _____
 - b. Approximate time during summer months: _____
8. Co-I(s): _____
 - a. Approximate time during academic months: _____
 - b. Approximate time during summer months: _____
9. GRA's: Full Time Part Time
 - a. Number of students: _____
 - b. Stipend amount: _____
10. Undergrad students (rate, hours, total amount for undergrads)
 - a. Number of students: _____
 - b. Rate: _____
 - c. Hours: _____
 - d. Total amount: _____
11. Operating costs
 - a. Materials and Supplies (if over \$5k need breakdown of items): _____
 - b. Travel
 - i. Destination (if in state, give mileage): _____
 - ii. Length of trip: _____
 - iii. Number of travelers: _____
 - iv. Registration costs: _____
 - c. Publication costs: _____
 - d. Subcontract/Consultant (will need budget and commitment letter from them as well)
 - i. Name: _____
 - ii. Amount: _____
 - e. Other (please specify) _____
12. Equipment
 - a. Item and amount: _____ (Quote is required)
13. Overhead Type: Research Instruction Other IPA
14. Research location: On campus Off campus(specify miles from UAH):