Below are some questions to help you frame your project’s budget:

1. Will there be additional space or facilities required? Any building modifications (wiring or plumbing, etc.)?
   Please describe:___________________________________________________________________________

2. Will there be cost sharing or matching funds provided by the college? ___Yes ___No
   Amount______________________     Source_______________________

3. Will there be cost sharing or matching funds provided by other sources? ___Yes ___No
   Amount______________________     Source_______________________

4. Is cost sharing: excluded by agency_____       reduced by agency to ____%     required by agency_____  

5. Does the project require release time or leave? ___Yes ___No. If yes, discuss with Dean of Faculty and department chair.

6. Will students be hired to work on the project:
   During the school year? ___Yes__No. If yes, no FICA is required.
   During the summer months? ___Yes ___No. If yes, FICA is required at 7.65% .
   Will they require housing? ___Yes ___No. If yes, see Dean of College.
   Will they require board? ___Yes ___No. If yes, see Dean of College.

7. Will you be hiring support personnel? ___Yes  ___No
   1._________________________________ for______hours/week at_______/hr.=________+Fringes=________

8. What salaries and fringe benefits will be paid out of the grant? Calculate Fringe Benefits at 30% of each total salary.
   1._________________________________ for _______hours/week at _______/hr.=_______+Fringes=_______
   2._________________________________ for ______hours/week at _______/hr.=_______+Fringes=_____
   3._________________________________ for _____hours/week at _______/hr.=_______+Fringes=_____  

9. What percentage of the PI’s time will be spent on the project?_________%

10. Will there be travel costs?___________________________________________

11. Will there be supplies purchased?______________________________________

12. Calculate Indirect Costs at 38%, or 31% if NSF, of total direct costs of grant, not including equipment:
    Total Direct Costs=__________________________ X 38%=________________________

13. List major equipment purchases and cost:__________________________________