

Information needed to Create a Budget

- Grant Title:
- Period of performance: 5 years from/to <month> <day> <year>
- Subject to IRB? Most are subject to the Institutional Review Board review
- Could lead to a patent/invention?
- Describe Proposal type (Research, Instruction, Other)
- CFDA # if available
- Personnel (Faculty. Names of Staff, Students; if not known: TBH)
- Equipment- only those above \$5,000 (otherwise, goes into Supplies)
- Travel (include local travel also)
- Subcontractors (for each)
 - Scope of work
 - Detailed Budget
 - Budget Justification
 - Institutional Letter of Commitment (if required by guidelines)
 - Letter of Support (PI to PI)
 - Key Personnel Bio-sketches
 - Other documents as required by granting agency
- Participant Support (Tuition/Stipends/Travel)
- Other Direct Costs
 - Supplies
 - Computer (if allowed)
 - Participant incentives