

Budget Tool

The purpose of this form is to help organize proposal information that is frequently needed to successfully complete the proposal submission process. The *Budget Tool* form does not have to be completed to work with an OPD Proposal Coordinator. If you have an OPD Proposal Coordinator assigned, please share completed Budget Tool form.

Section 1: Project and Staffing Information

Project Title:

Principal Investigator (PI):

PI Department:

PI Hours Per Year:

Start Date:

End Date:

UAF Multi-Department?

No ► Go to next question

Yes If Yes, enter the UAF departments in text box below.

Matching required by RFP?

No ► Go to next question

Yes If Yes, enter the match requirements in text box below.

Co-PI(s)?

No ► Go to next question

Yes If Yes, for each Co-PI enter their name, department and hours per year in text box below.

Students?

No ► Go to next question

Yes If Yes, for each student enter their name, student level, department and hours per year in text box below.

Other Personnel?

No ► Go to next question

Yes If Yes, for each person enter their name, department and hours per year in text box below.

Section 2: Travel, Services and Supplies

Travel?

No ► Go to next question

Yes If Yes, for each location enter the purpose, number of days, number of travelers, trips per year in the text box below.

Contractual Services/Other Direct Cost?

No ► Go to next question

Yes If Yes, for each contractual service/direct cost, enter the description, amount and years in the text box below.

Supplies/Commodities?

No ► Go to next question

Yes If Yes, for each supply/commodity, enter the description, amount and years in the text box below.

Section 3: Costs, Equipment and Rentals/Lease

Subrecipient on Budget?

No ► Go to next question

Yes If Yes, for each subrecipient enter their name, amount, and number of years in the text box below.

Participant Support?

No ► Go to next question

Yes If Yes, for each participant enter their name, amount, and number of years in the text box below.

Equipment?

No ► Go to next question

Yes If Yes, for each piece of equipment that must have a "life" of more than one year and must cost more than \$5,000 each enter the description, amount, and number of years in the text box below.

Fabrication Costs?

No ► Go to next question

Yes If Yes, for each fabrication enter the description and amount in the text box below.

Rental/Lease Services?

No ► Go to next question

Yes If Yes, for each rental/lease service enter the description, amount and years in the text box below.

Sponsor Specific F&A Rate:

Enter URL or attach PDF of RFP if available.

Section 4: Proposal Information and Additional Notes

Proposal Number and Coordinator, if already assigned:

Would this proposal be considered:

Check all that apply.

Research

Research Training

Other Sponsored Activities:

Would this proposal be:

On campus

Off campus

Notes/Additional Information:

The purpose of this form is to help organize proposal information that is frequently needed to successfully complete the proposal submission process. The *Budget Tool* form does not have to be completed to work with an OPD Proposal Coordinator. If you have an OPD Proposal Coordinator assigned, please share completed Budget Tool form.