

- x This spreadsheet is built with all senior or personnel as faculty. If someone in the senior personnel category is staff, you will need to change the fringe benefit manually to calculate the correct fringe.

D. Equipment

- x List the amount for equipment you will purchase where each item is less than \$5,000.
- x List the amount for equipment you will purchase where each item is more than \$5,000.
- x You will need to discuss the equipment purchased in your budget justification.

E. Travel

- x List the amount each year in domestic and foreign travel.
- x You will also need to discuss the travel in your budget justification, giving number of trips, how will travel, where you will travel, and amount for each trip.

F. Participant Costs - This is for items such as housing, meals, travel, stipends.

G. Other Direct Costs

- x This is for items such as small equipment and tools (under \$1,000), materials, services, non-employee travel, and program evaluators.
- x If you have subcontractors, fill in the name of the organization, put the first \$25,000 in the designated area (section 9), and any funds above \$25,000 in section 10. We do this because we charge indirect costs on the first \$25,000, and no indirect costs are charged on subcontracts once they have reached \$25,000.

H. The spreadsheet will calculate the total direct costs.

I. Indirect Costs

- x The spreadsheet will automatically calculate the Indirect Costs using the main campus rate for on-campus research.
- x If you need to use the off-campus rate, or if you are with another unit, please change the rate using the dropdown menu.

J. The spreadsheet will calculate the total amount of the request for each year and cumulative.