

Budget Questionnaire

PI:
Sponsor:
Deadline:
Project period: Start Date ____/____/____ **End Date:** ____/____/____

Solicitation link:

Personnel (Who will be working on the project? Include UWF employees and students only)			
Category	Name (how many students)	No. of months (or hours) contributed per year	Total No. of months (or hours) for the project
PI			
Co-PI			
Co-PI			
Grad. Students			
UG Students			
Others			
Note: for graduate and UG students, use the number of students and the hours of their contributions.			
Fringe Benefits are included for all personnel. RAE will determine the rates based on the actual rate.			
Equipment – items that cost more than \$5K			
Will any equipment greater than \$5,000 be required to complete the project? If yes, please provide the quotes and associated justification.			
Travel - Please provide information and estimates on project-related travel (conferences, project meetings, data collection, etc.). Include both domestic and international trips.			
Categories	Description		
Destination (if known)			
Reason for travel			
Travel dates (if known)			
How many trips are needed?			
Transportation cost estimate. Include rental car, mileage, flight, incidental, etc.			
Lodging cost estimate			
Registration fee			
Other cost			

Materials and Supplies – Please estimate the costs for materials and supplies required to complete the project. These include lab apparatus and supplies, training, computers under \$5K, software, books, etc.			
Item Description	Quantities	Cost	Notes/Justification (if any)
Other Direct Cost (e.g., shipping/mailing, printing, publications, tuition, costs for paid university resources [e.g., boats, vessels, diving equipment, etc.])			
Item Description	Quantities	Cost	Notes/Justification (if any)
Participant Support Costs are the funds paid to participants or trainees (i.e., non-employees of UWF) for participation in meetings, conferences, symposia, and workshops or other training projects.			
Categories	Quantities	Cost	Notes/Justification (if any)
Stipends			
Travel			
Subsistence			
Scholarship			
Other costs			
Other Contributors (Subrecipients, Consultants, Contractors)			
Are external collaborators involved in this project? <ul style="list-style-type: none"> • Will there be subrecipient(s) at another institution? • Do you need a consultant with specific expertise (consultant)? If yes, who and how much? Need the rate and number of hours. • Do you need to hire an individual to perform services (contractor)? If yes, please provide the quotes. 			
Facilities and Administration costs (F&A) or Indirect costs: UWF's indirect (Facilities and Administrative, F&A) cost rate is 40.5% for on-campus work and 17% for off-campus work (without using UWF facilities) of the direct costs, less the costs of capital equipment, participant support and subawards after the first \$25K. For programs that mandate other rates, RAE will help to determine the appropriate rate to use. The F&A costs are the actual institutional costs incurred by the UWF for space and facilities use and administrative support for sponsored projects.			