

Budget Related Questions

(This questionnaire will help R&GA prepare your first draft budget. Please complete this to the best of your knowledge. It is important to prepare your first draft budget as early as possible.)

1. How many years is your project?

2. Senior Key Personnel

(For each senior personnel, complete the following)

- a. Name of senior personnel.
- b. Is he/she 9, 10 or 12 months faculty?
- c. Is he/she an administrator?
- d. What percentage of his/her time will be spent on this project?
- e. Will he/she be involved in the project for all the project years?
- f. Is he/she already involved in a grant project?
 - i. What is the name of the project?

Name	9,10,12 months?	Admin? (Y/N)	% Involved	Years Involved	Already Involved in Grant Project? (Y/N)	Grant Project Name

3. Other Personnel

- a. Are there Graduate students in the project?
(If the student's roles/responsibilities are different, complete the following for each Graduate student. If they are not different, you can provide aggregate values.)
 - i. What is his/her project title?
 - ii. How many hours per week will he/she be involved in the project?

- iii. What is his/her hourly rate?
- iv. Will he/she work throughout the year?
- v. Will he/she work in the project for all the project years?
- vi. Do you have a graduate student mentoring plan written?

Name	Project Title	Hrs. Per Week	Per/Hr. Rate	Months Involved	Years Involved

b. Are there Undergraduate students in the project?

(If the student's roles/responsibilities are different, complete the following for each Undergraduate student. If they are not different, you can provide aggregate values.)

- i. What is his/her project title?
- ii. How many hours per week will he/she be involved in the project?
- iii. What is his/her hourly rate?
- iv. Will he/she work throughout the year?
- v. Will he/she work in the project for all the project years?

Name	Project Title	Hrs. Per Week	Per/Hr. Rate	Months Involved	Years Involved

c. Are there other RMU staff/faculty in the project?

(For each RMU staff/faculty, complete the following)

- i. What is his/her project title?
- ii. How many hours per week will he/she be involved in the project?
- iii. What is his/her hourly rate?
- iv. Will he/she work throughout the year?
- v. Will he/she work in the project for all the project years?

Name	Project Title	Hrs. Per Week	Per/Hr. Rate	Months Involved	Years Involved

4. Equipment

(For each equipment, complete the following)

- a. What is the name of the equipment?
- b. How many?
- c. What is the cost? (you must get an official quote from a vendor)
- d. Which year will you purchase this?
- e. What is the cost of the maintenance agreement during the life of the award?
- f. What is the cost of the maintenance agreement after the life of the award?

Name	Quantity	Cost	Purchase Year	Maintenance Cost for Project Duration	Maintenance Cost after Project Duration

5. Travel

- a. Are there international travels?

(For each international travel type, complete the following)

- i. Who will travel?
- ii. Where?
- iii. What is the roundtrip airfare?
- iv. How many nights?
- v. How much is the hotel per night?
- vi. What is the per diem per day (*we can help*)?
- vii. Is this to a workshop/seminar/conference/meeting (Event)?
- viii. Is there a registration fee?
- ix. Is the international travel for each year of the project?

Who?	Where?	Roundtrip Airfare	# of nights	Hotel per night	Per diem	Event?	Registration Fee	Years Involved

b. Are there domestic/local travels?

(For each domestic/local travel type, complete the following)

- i. Who will travel?
- ii. Where?
- iii. Will travel be by air or road?
 1. What is the roundtrip airfare?
 2. What is the miles covered?
- iv. How many nights?
- v. How much is the hotel per night?
- vi. What is the per diem per day?
- vii. Is this to a workshop/seminar/conference/meeting?
- viii. Is there a registration fee?
- ix. Is the domestic/local travel for each year of the project?
- x. Are you compliant with Export Controls?

Who?	Where?	Roundtrip Airfare	# of nights	Hotel per night	Per diem	Event?	Registration Fee	Years Involved

6. Participant/Trainee Support Costs

a. Are there scholarships for participants?

(For each scholarship type, complete the following)

- i. What is the scholarship?
- ii. Who will receive scholarships?
- iii. How many people will receive scholarships?
- iv. What is the scholarship amount?
- v. Is the scholarship available for each year of the project?

Scholarship Type	Who?	How Many?	Scholarship Amount	Years Involved

b. Are there stipends for participants?

(For each stipend type, complete the following)

- i. Stipend type?
- ii. Who will receive stipends?
- iii. How many people will receive stipends?
- iv. What is the stipend amount?
- v. Is the stipend available for each year of the project?

Stipend Type	Who?	How Many?	Stipend Amount	Years Involved

c. Is there travel for participants?

(For each participant travel type, complete the following)

- i. Who will travel?
- ii. Where?
- iii. Will travel be by air or road?
 1. What is the roundtrip airfare?
 2. What is the miles covered?
- iv. How many nights?
- v. How much is the hotel per night?
- vi. What is the per diem per day?
- vii. Is this to a workshop/seminar/conference/meeting?
- viii. Is there a registration fee?
- ix. Is this travel for each year of the project?

Who?	Where?	Roundtrip Airfare or miles	# of nights	Hotel per night	Per diem	Event?	Registration Fee	Years Involved

d. Subsistence

- i. Do you require subsistence?
 1. For what activity?
 2. Who will receive subsistence?
 3. For how many days?
 4. What is the subsistence amount?

e. Other expenses

i. Will you budget for association memberships?

(For each association membership, complete the following)

1. What is the name of the association?
2. Who will receive association memberships?
3. How many will receive memberships?
4. What is the cost of the membership?
5. Is this membership for each year of the project?

Association Name	Who?	Membership Cost	Years Involved

ii. Will you have student support activities?

(For each student support activity, complete the following)

1. What types of activity will you have?
2. What is the duration of the activity?
3. Who will participate in this activity?
4. How much will you pay the participants?

Activity Type	Duration	Who are the Participants?	Participants Cost?

7. Other Direct Costs

a. Materials and Supplies? (Printing/reproduction, training videos, books, office supplies)

- i. How many years?
- ii. How much per year?
- iii. Starting from what year?

b. Publication Costs?

(For each publication, complete the following)

- i. Publication Name
- ii. How many years?
- iii. What is the cost of publication?

Publication Name	Cost of Publication	Years Involved

c. Consultant Services

(For each consultant service, complete the following)

- i. Consultant name?
- ii. What is the consultant task
- iii. How many hours will the consultant work?
- iv. What is the hourly rate of the task?
- v. Are there other costs associated with the consultant task

Consultant Name	Tasks	Hours	Hourly Rate	Other Costs	Years Involved

- vi. Is there travel for consultant?

(For each consultant travel type, complete the following)

1. Who will travel?
2. Where?
3. Will travel be by air or road?
 - a. What is the roundtrip airfare?
 - b. What is the miles covered?
4. How many nights?
5. How much is the hotel per day?
6. What is the per diem for day?

Who	Where	Roundtrip Airfare	# of nights	Hotel per night	Per diem	Event	Years Involved

d. ADP/Computer Services? (rent computer services)

(For each service, complete the following)

- i. Type of service?
- ii. How many years?
- iii. What is the cost of the service?

Service Type	Years Involved	Cost of Service

e. Sub awards/Consortium/Contractual Costs? (rent computer services)

(For each cost, complete the following)

- i. What is the cost category?
- ii. Who is the sub award, Consortium/Contract for?
- iii. How many years is this for?
- iv. What is the cost of the service per year?
- v. Have you discussed this sub-award with the SRO at the collaborator's site?
(More information may be requested if this budget item is required.)

Cost Category	Sub award, Consortium/Contract?	Years Involved	Service Cost

f. Equipment or Facility Rental/User Fees?

(For each service, complete the following)

- i. What type of service?
- ii. What type of equipment or facility/rental/user fee?
- iii. How many years?
- iv. What is the cost of the service?

Service Type	Type of Equipment or Facility/Rental User	Years Involved	Service Cost

g. Workshop?

(For each workshop, complete the following)

- i. Name of the workshop?
- ii. Number of participants?
- iii. Duration of the workshop?
- iv. Venue rental cost per day?

- v. Keynote speaker cost per workshop?
 - vi. Food cost per day?
 - vii. Support staff cost per day?
 - viii. Marketing cost?
 - ix. Honorarium cost per presenter?
- h.** For this project, do you have the following costs? Are they supported by the grant agency?
- i. Subject Matter Experts?
 - ii. Advisory Board?
 - iii. Others?

Thank you for completing this questionnaire!