

BUDGET WORKSHEET 2012

Office of Corporate, Foundation and Government Relations, Connecticut College

Below are some questions to help you frame your project's budget:

1. Will there be **additional space or facilities** required? Any building modifications (wiring or plumbing, etc.)?

Please describe: _____

2. Will there be **cost sharing or matching funds** provided by the college? ___Yes ___No

Amount _____ Source _____

3. Will there be **cost sharing or matching funds** provided by other sources? ___Yes ___No

Amount _____ Source _____

4. Is **cost sharing**: excluded by agency _____ reduced by agency to _____% required by agency _____

5. Does the project require **release time or leave**? ___Yes ___No. If yes, discuss with Dean of Faculty and department chair.

6. Will **students** be hired to work on the project:

During the school year? ___Yes___No. If yes , no FICA is required.

During the summer months? ___Yes ___No. If yes, FICA is required at 7.65% .

Will they require housing? ___Yes ___No. If yes, see Dean of College.

Will they require board? ___Yes ___No. If yes, see Dean of College.

7. Will you be hiring support personnel? ___Yes ___No

1. _____ for _____ hours/week at _____/hr.= _____+Fringes= _____

8. What **salaries and fringe benefits** will be paid out of the grant? Calculate **Fringe Benefits** at 30% of each total salary.

1. _____ for _____ hours/week at _____/hr.= _____+Fringes= _____

2. _____ for _____ hours/week at _____/hr.= _____+Fringes= _____

3. _____ for _____ hours/week at _____/hr.= _____+Fringes= _____

9. What **percentage of the PI's time** will be spent on the project? _____%

10. Will there be **travel** costs? _____

11. Will there be **supplies** purchased? _____

12. Calculate **Indirect Costs** at 38%, or 31% if NSF, of total direct costs of grant, not including equipment:

Total Direct Costs= _____ X 38%= _____

13. List major equipment purchases and cost: _____