Pott College of Science, Engineering, and Education

Innovation Award

 BUDGET WORKSHEET

1) Salaries and Wages

a.   Project Director

To determine faculty stipend use your academic year contract rate, and divide by the length of your contract. You break it down further into weeks, days, and hours to better estimate the time needed for your proposed project. Please contact Human Resources if you need your most current salary figure, and contract length.

Example: Faculty member A salary: $60,000/ year on a 9 month contract

        60,000/9 months=$6,666 per month

        $6,666/4 weeks = $1,667 per week

         $1,667/ 37.5 hours = $44/ hour

        Faculty member A will dedicate 2.5 summer weeks to the project:

$1,667 x 2.5 weeks= $4,168

$4,168 x 7.65% FICA= $319

Total stipend request: $4,487

b.   Undergraduate/Graduate Student : Hourly undergraduate student rates are typically $7.25/ hour. Graduate student hourly rates must follow the approved rate schedule. All student wages must include FICA (7.65%) if the student will be working while not enrolled in classes.

$ _____ hourly rate X _____ hours/week X _____ weeks

 Amount = _____

 Subtotal 1) _____

2) Materials and Supplies (Materials and Supplies encompasses items with a per unit value <$5k; i.e. lab consumables, training materials, computers, small lab equipment)

a.   Categorize (broadly)

Subtotal 2) _____

3) Travel

Mileage:

$ .44/mile X _____ miles X no. of persons = amount (keep records)

 [Mileage capped at best available airfare 30 days out.]

Airfare: Best available estimate from Travel Office round-trip to destination

Room/Hotel:

$ _____ room rate X _____ days = amount = $_____ x .12 (Tax) = $_____

Board/ Per diem:

_____ days X $26 (in Indiana or $32 out-of-state) = amount = $_____

[Same day travel is flat $13; have to be in work & travel status for minimum of 12 hrs. International travel: estimate $50/day; actual amount depends on destination—call Travel Office]

SUBTOTAL 3) _____

4)   Consultant/Contractual (Please Explain in Detail)

a.   (Statistician, photography, laboratory services, etc.)

SUBTOTAL 4) _____

5) Other Costs (Please Explain in Detail)

   a. Publication Costs/Copies

SUBTOTAL 5) _____

 TOTAL REQUEST (1-5)   **$**_____