

Budget Information - Starter Questions for PIs

Proposal Number:

CPP Principal Investigator/Project Director:

Department: College:

Sponsor:

Project Title:

Project Start Date: Project End Date:

URL for the Request for Proposals (RFP):

1. What is the budget limitation for this RFP (please check RFP or guidelines):
 - a. How many years will the award cover:

2. What is the **Indirect Cost Rate** allowed per the RFP or guidelines (%):

IDC rate information here: <https://www.cpp.edu/research/sponsored-program/proposal-information.shtml>
3. Compensation for Senior Personnel:

In the academic year, compensation is typically through course reassignment and the request is in terms of WTUs (Weighted Teaching Units). This needs to be discussed with your Chair.

 - a. As PI, how many WTUs are you requesting per year in course reassignment:
 - Overload during the academic year is unusual but possible for some sponsors. This needs to be discussed with your Chair and Dean. As PI, how many WTUs are you requesting in Overload per year:
 - b. As PI, how many effort months of Summer Salary are you requesting per year:
 - c. Please list all other Senior Personnel (Faculty) to be included in the budget and the reassignment, overload, and/or summer compensation per year (note that NSF only allows 4 senior personnel):

4. Other Personnel:
 - a. Please list all Other Personnel (staff, students, outside individuals) that will be included in this proposal budget.
 - List by name and title; and if part-time or full-time, and rate of compensation.
 - List outside individuals who will receive Honoraria or will be consultants and the amounts they will receive.

[Please note: Fringe Benefits will be included for all Personnel receiving compensation as outlined on the ORSP website <https://www.cpp.edu/research/sponsored-program/proposal-information.shtml>]

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5. Equipment:
 - a. List any equipment you want to purchase that will cost greater than \$5,000 along with the estimated cost plus shipping and sales tax:

6. Travel:
 - a. Will there be Domestic or Foreign travel? When (i.e., each year?), to where? For how many team members? For how many days? How much are the conference registration costs.

7. Participant Costs:
 - a. Used solely to provide financial assistance for participants to attend conferences and training. Please provide the number of participants and the cost per participant over each year of the award:

8. Other Direct Costs (Materials and Supplies, Publications, Consultant Services, Computer Services, Subawards)
 - a. List amount needed each year for each of the following
 - Materials and Supplies:
 - Publications:
 - Consultant Services:
 - Computer Services:
 - Subawards:
 - Other: