**PI Name**:

**Proposal Title**:

**Funding Opportunity**:

**Budget Period:** mm/dd/yy-mm/dd/yy

R**A. Salaries and Wages:**

For Senior Personnel, list the name, title, and months of salary requested or cost shared. For other personnel, designate the job title, and provide the name (if possible), full-time monthly salary, and months of salary requested or cost shared. You should also indicate the role each member will play in the project. Requested and contributed man months do not exceed 100% of any individual’s time. Time commitments and charges are reasonable to accomplish the goals and objectives of the project.

As a general rule estimate salary and wage increases for all personnel at four percent (4%) for year two. The amount awarded on the project will be what you indicate regardless of the actual expense in the future. Therefore you should take into consideration that there may be circumstances where you need to estimate a lower or higher percentage rate.

EXAMPLE

Senior Personnel:

1.a Principal Investigator, Jean Smith, is contributing 2 man months ($12,165) and is requesting 2 man months ($12,165) to oversee the graduate research assistant and lead overall project design.

Other Personnel:

2.a. Graduate Research Assistant, Johnny Appleseed, is requesting 3 man months ($10,000) of student summer salary to work with Smith on collecting field data.

**B. Fringe Benefits:**

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are: FICA, PERS, Medical/Dental/Life Insurance, Liability Insurance, Unemployment & Long-Term Disability Insurance, State Accident Insurance Fund, Executive Department Personnel Division and Employee Relations Board Assessment.

EXAMPLE

Senior Personnel:

1.a Principal Investigator, Smith, is contributing $5,474 and requesting $5,474 in fringe benefits calculted at 45% of her salary.

Other Personnel:

2.a. Graduate Research Assistant, Appleseed, is requesting $1,000 in fringe benefits calculated as 10% of summer wages.

**C.** **Permanent Equipment**:

List any item with a unit cost of over $5,000 or more and has a useful life of more than one year. List each piece of equipment to be purchased and provide a detailed description of how it will be used in the project. Items that do not meet this definition should be listed under supplies.

Typically equipment which is already owned and in-use by your department or institution cannot be cost shared.

**D. Expendable Supplies and Equipment:**

Explain the type of supplies to be purchased and how they will be used. If the supplies are costing more than $5,000 or 5% of the award, provide a breakdown of supplies by quantity and cost per unit, if known. Indicate basis for estimate of supplies, i.e., historical use on similar projects.

Particular detail should be given to high technology items such as computers and digital cameras. In the case of computers, please explain how it is related to the project as opposed to having an administrative function.

**E. Travel:**

Describe the travel involved, its purpose, and explain how the proposed travel is necessary for successful completion of the project. Where applicable, include details such as mileage rates, estimated travel miles, per diem rates, and lodging rates.

Any international travel not requested in the proposal requires prior approval from the Sea Grant Office before the travel occurs. Also, remember the Fly America Act, which stipulates using an American carrier when scheduling flights for international travel.

**F. Publication Costs:**

Briefly describe the publication costs involved. Consider both page charges and the cost of reprints.

**G. Other Costs:**

List all other costs; these include subcontracts and personal service agreements, lab fees, vessel use and fees for other services. List each Other Cost as a separate item. Describe products/services to be obtained and why they are necessary to the project.

**I. Indirect Costs:**

List the indirect cost rates and to which budget items they will be applied. Indirect costs for Oregon State University (OSU) Principal Investigators are calculated using either an on campus or off campus research rate provided in the budget worksheet.

If you are submitting from institution other than OSU, you will use the indirect rate indicated by your institution. This rate is negotiated with the federal government for each institution and you must attach to the submission your institution’s negotiated rate agreement. See your sponsored programs office for this information.

**J. Costs not requiring direct:**

Describe all costs listed not requiring indirect (e.g., student tuition) and why they are necessary to the project. List each cost as a separate item. For student tuition, indicate the year and the term.