**Budget Formulation Questions**

**Prior to meeting with the PI, the departmental administrator should become familiar with the solicitation.**

1. Who will be working on the project? What percent of effort/person months will the personnel contribute?

 PI

 Co-PI

 Post Doc

 Faculty Research Assistant

 Graduate Students

 Undergraduate Students

 Other Personnel

2. Determine fringe benefit rate based on personnel in the budget.

Tuition remission is treated as a fringe benefit. Will any tuition remission be needed for the students listed in the budget?

3. Will any equipment be required to complete the project? Are any computers needed to complete the project?

4. Will there be any domestic/foreign travel for this project? This includes conferences, project meeting, data collection, etc.

 Destination?

 Reason for travel?

 Travel dates?

 Cost of trip including transportation, lodging, meals, registration fees, etc.?

5. Will there be any materials required to complete the project? These include software programs, books, instruction materials, recording devices, cameras, etc.

6. Will any other individuals be collaborating (outside of the university) on this project? Do you need to hire an individual/entity to perform services (contractor)? Do you need a consultant with specific expertise (consultant)? Will you be working with someone at another institution (subrecipient)?

7. Will there be any other direct costs required to complete the project? This may include postage, long distance charges, compensation for subject participation, etc.

8. Which F&A rate should be used for this project? Is it research or instruction? Does the sponsor have a written policy regarding F&A that differs from our negotiated rates?