1. BUDGET (See your Department/Division Administrator for help with this.)

|  |  |
| --- | --- |
| Name(s) | Department(s) |
| E-mail(s) | Division(s) |
| Project Title |
| **Salaries** | **Dates of work** | **Description** | **Amount** |
| Faculty Summer Salary |  |  | $ |
| Student |  | Must be registered as a student for quarters working | $ |
| Non-appointed |  | Non-student (or non-registered student) temporary hire | $ |
| **Subtotal salaries** | $ |
|  |  |  |  |
| **Fringe** | **Rate** | **Description** | **Amount** |
| Faculty Summer Salary | Typically 8.0% | Unless on greater than 9 month contract, then work with departmental administrator to determine correct fringe rate | $ |
| Student | 1.7 % | If not registered as a student for quarters working, use Non-appointed | $ |
| Non-appointed | 8.0 % | Non-student (or non-registered student) | $ |
| **Subtotal fringe** | $ |
|  |  |  |  |
| **Expenses** | **Dates or Description** | **Details** | **Amount** |
| **Course Buyout** |  | Qty = |  | Replacement Rate = | $  | $ |
| **Supplies & Materials** |  | Purpose | $ |
| -copying, printing, |  | Purpose | $ |
| software … |  | Purpose | $ |
| **Travel** |  | Location | $ |
| -airfare, hotel, meals, |  | Location | $ |
| transportation… |  | Location | $ |
| **Equipment** |  | Purpose | $ |
|  |  | Purpose | $ |
|  |  | Purpose | $ |
| **Outside services** |  | Purpose | $ |
| -includes contractual |  | Purpose | $ |
| services such as editing |  | Purpose | $ |
| **Other** |  | Purpose | $ |
|  |  | Purpose | $ |
| **Subtotal** | $ |
| **Less amount covered by other sources of funding** | $( ) |
| **Total request** | $ |