



REQUEST FOR BUDGET DEVELOPMENT

Proposal Information

Sponsor Name:

RFP / Solicitation or Website:

Sponsor Deadline:

Project Start Date: Project End Date:

Will the project be: On Campus Off Campus
(On- or Off-campus is decided based on where 50% or more of the work is being performed)

Labor

List all faculty who will be working on the project. Use **either** their percentage of effort, man-months, or dollar amount for budgeting. Please note if it will be Academic (A) or Summer (S) effort each project year.

Faculty Name	Year 1	A/S	Year 2	A/S	Year 3	A/S	Year 4	A/S	Year 5	A/S
<i>Ex. Dr. John Smith</i>	<i>2 months</i>	<i>S</i>	<i>2 months</i>	<i>S</i>	<i>25%</i>	<i>A</i>				

Graduate Research Assistants (GRAs) <http://catalog.odu.edu/graduate/financialawardsforgraduatestudents/>

How many? Yearly Salary: Include tuition in budget? Yes No
 In-State Out-of-State

Support Staff / Post-Docs / Research Scientists / Lab Managers / Hourly

Include any additional positions needed to accomplish the project. Use **either** their percentages of effort, man-months, or dollar amount for budgeting.

Name: % effort or # months or \$ amt:

Name: % effort or # months or \$ amt:

Name: % effort or # months or \$ amt:

Additional comments, further detail, additional employees:



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Other Direct Costs

Use the table below to plan what other expenses are needed to accomplish the project.

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Equipment					
<i>(item > \$5,000 each and over 1 useful year)</i> Description:					
Materials & Supplies					
Description:					
Travel					
Description:					
Subcontract / Consultant					
Description:					
Human Subject Expenses					
Description:					
Other Contractual Services / Vendors					
Description:					
Participant Support Costs					
Description:					
Cost Centers					
Name and Description:					
Other Expenses					
<i>(ex. publication expenses, animal costs, etc.)</i> Description:					



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Subcontractors / Consultants

If you will need any subcontractors or consultants for your project, please provide the following information. Your Pre-Award Grant and Contract Administrator (GCA) will need to contact them or their sponsored program office to obtain the documents required for the submission.

Company Name:	<input type="text"/>	Name/e-mail:	<input type="text"/>
Company Name:	<input type="text"/>	Name/e-mail:	<input type="text"/>
Company Name:	<input type="text"/>	Name/e-mail:	<input type="text"/>

Cost Sharing

Does the RFP or solicitation require cost sharing? Yes No

What types of expenses would you like to budget to meet the cost share requirement? Remember to contact and communicate this with the source of the cost share. Feel free to complete a second "Request for Budget Development Form" to outline the costs if needed.

<http://www.odu.edu/facultystaff/research/funding/cost-sharing>

Contact Information

Send this form to preaward@odu.edu and a Pre-Award Grant and Contract Administrator (GCA) will be assigned to put together an internal budget for you and work with you to complete the proposal package and submission.

Please let us know of any questions that you may have regarding this form or any other processes such as:

- New to sponsored programs at ODU
- Completing the Proposal Transmittal Form (PTF) <http://www.researchfoundation.odu.edu/forms/ptfinstruct.htm>
- Help with the submission website
- Obtaining a User ID for the submission website
- Understanding indirect costs: <http://www.odu.edu/facultystaff/research/funding/costs>
- Grant writing services offered through the Office of Research: <http://www.odu.edu/researchoffice>

Please be aware of the ODU internal submission deadline. A complete proposal package consisting of final versions of all documents and materials required by the funding agency must be received by ODURF at least five (5) full working days before the agency's deadline. This includes the fully signed Proposal Transmittal Form. Five days of processing time will allow ODURF time to process and review the proposal internally and through the agency's electronic or hard copy submission systems, and give the needed flexibility during high volume time periods. <http://researchfoundation.odu.edu/news/09-25-08.htm>

Additional information, comments, special requirements: