**SCSU – Pre-Award Budget Questionnaire**

Please answer the following questions, which can be used as a planning tool or as the basis for SPAR’s drafting of your budget. *If a question is not relevant, it can be left blank*

Assigned Kuali Research Proposal No: Click or tap here to enter text.

Sponsor Budget Limit: Click or tap here to enter text.

**Senior Personnel**

If you are a faculty member, will you require or want course release(s) for this work? If so, how many credits? Click or tap here to enter text.

If you are a faculty member, will you require supplemental or summer pay for this work? If so, approximately how much time in hours [or credits] will you need or want to commit? Click or tap here to enter text.

If you are a staff member, will you be requiring pay for work on a special project or salary support? Click or tap here to enter text.

Are you planning to have any Co-PIs or other Key Personnel at SCSU? Click or tap here to enter text.

If you have identified these individuals, please provide their names, if known. Click or tap here to enter text.

If you have not yet identified these individuals, please describe the possible department(s), experience level, and/or other qualifications. Click or tap here to enter text.

Is there anything else that should be noted about your project team, such as an FTE Program Coordinator you will need to hire? Click or tap here to enter text.

**Other Personnel**

Are you planning or hoping to hire undergraduate or hourly student workers? Click or tap here to enter text.

Are you planning or hoping to hire graduate assistants? Click or tap here to enter text.

Will these graduate assistants be involved in helping you with research? Click or tap here to enter text.

How many hours per week might you need this student help, on average? Click or tap here to enter text.

Will this be during the academic year, summer, or both? Click or tap here to enter text.

Are there any other part-time individuals (university assistants, adjuncts) that you hope to or will need to pay? Click or tap here to enter text.

**Fringe Benefits**

*Fringe benefits are the university’s contributions to an employee’s retirement, medical, life, and OPEB benefits, as well as FICA, Unemployment, and Worker’s Compensation. These vary by PT or FT work as well as by individual. Rates are obtained from the Payroll Office and cannot be reduced or waived in any case where an employee is paid through SCSU; these are distinct from indirect costs.*

**Equipment**

Will you need any capital equipment (a single item or an integrated suite of items costing over $5,000 with a useful life of at least one year)? This is equipment that will be retained at and by SCSU. If so, how much will it cost? Click or tap here to enter text.

**Travel**

Will you be doing any local travel (driving) for this work? Click or tap here to enter text.

Will you be attending any meetings or conferences? Will other individuals from the project team need to travel with you? Click or tap here to enter text.

In the case of conferences, have you identified – or are you targeting – any particular conferences? Click or tap here to enter text.

**Participant Support Costs**

Will there be participants (non-employees receiving formal training or attending conferences) on this project? Click or tap here to enter text.

Will these trainees need to receive tuition support, fellowship stipends, subsistence costs, and/or travel support? Click or tap here to enter text.

**Other Direct Costs**

**Subawards**

Will any portion of your planned scope of work be carried out by collaborators at another organization? If so, please see this detailed [Subaward versus Contractor versus Consultant chart](https://researchadmin.asu.edu/subrecipient-vendor-contractor-consultant) (created by the University of Arizona) to confirm appropriate role Click or tap here to enter text.

Briefly, what will the subawardee(s) be doing? Click or tap here to enter text.

**Materials and Supplies**

What additional materials, supplies and consumables [items less than $5,000] might you need for this work? Click or tap here to enter text.

**Other Costs**

Publication Fees Click or tap here to enter text.

Independent Consultant Services Click or tap here to enter text.

Equipment Rental or Usage Fees Click or tap here to enter text.

Other Click or tap here to enter text.