**LaSPACE Proposed Budget Form**

***Include this form in your proposal. Be sure to only ascribe funds to categories explicitly open to the program area to which you are applying. Following this form, include a detailed narrative justification of all proposed costs.***

Proposal Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **LaSPACE Funds Requested** | **Proposed Cost Share\*** |
| 1. **Direct Labor**
 |
|  | 1. Faculty/Staff Researchers
 | $  | $ |
|  | 1. Graduate Student(s)
 | $ | $ |
|  | 1. Undergraduate Student(s)
 | $  | $ |
|  | 1. Fringe Benefits
 | $  | $ |
|  | 1. **Total A**
 | **$** | **$** |
| 1. **Supportive Expenses**
 |
|  | 1. Travel
 | $ | $ |
|  | 1. Supplies & Materials
 | $ | $ |
|  | 1. Other Direct Costs

(Identify) | $ | $ |
|  | 1. **Total B**
 | **$** | **$** |
| 1. **Facilities & Administration**
 |
|  | 1. **F&A (Indirect Costs)**
 | **$**  | **$** |
|  |
| 1. **Total Budget**
 |
|  | **Total Budget (A5+B4+C1)** | **$** | **$** |

*\*Must be certified on all financial billings/reports.*

**LaSPACE Proposed Budget Justification**

**LaSPACE Requested Funds**

A. Direct Labor

1. Describe any faculty/staff support costs with explicit calculations.
2. Describe any graduate student support costs with explicit calculations.
3. Describe any undergraduate student support costs with explicit calculations.
4. Describe any fringe benefit costs with explicit calculations.

B. Supportive Expenses

1. Describe any proposed travel costs with explicit details regarding proposed travelers, destination, and estimated costs.
2. Describe any proposed supplies & materials costs with explicit details regarding proposed purchases, estimated costs, and justification of need.
3. Other Direct Costs must be explicitly named and defined and may include things like facility usage fees and printing services.

C. Facilities & Administration

1. Provide a letter or link to the official F&A rate for your campus. Describe all applicable costs for which you will apply your F&A rate OR a modified F&A rate. Be explicit and show calculations.

**Institution Proposed Cost Share**

A. Direct Labor

1. Describe any faculty/staff support costs with explicit calculations.
2. Describe any graduate student support costs with explicit calculations.
3. Describe any undergraduate student support costs with explicit calculations.
4. Describe any fringe benefit costs with explicit calculations.

B. Supportive Expenses

1. Describe any proposed travel costs with explicit details regarding proposed travelers, destination, and estimated costs.
2. Describe any proposed supplies & materials costs with explicit details regarding proposed purchases, estimated costs, and justification of need.
3. Other Direct Costs must be explicitly named and defined and may include things like facility usage fees and printing services.

C. Facilities & Administration

1. Provide a letter or link to the official F&A rate for your campus. Describe all applicable costs for which you will apply your F&A rate. Show calculations. Describe any unrecovered F&A costs you are claiming for cost share and show calculations.