

Uniform Application Budget Checklist

Please use this checklist as a guide to budgeting your proposed development project. While it is not meant to be an exhaustive list of all possible expenses, it is meant to alert applicants to expenses commonly incurred by teaching and research development activities.

Please use the numbering system below in your submitted budget, even if doing so requires non-consecutive numbering. Use sub-lists (a,b,c, etc.) to itemize individual expenses under each numbered category.

Applicants should consult Drake University Business and Finance policies and procedures before submitting a proposal, and in advance of requesting reimbursements, advances, and the like.

Please estimate the expenses associated with all of the following that apply to your proposal:

Uniform Application Budget Form

Provide total amounts being requested in each of the following categories; please itemize, when necessary, on a separate page.

Travel

1. Travel expenses (itemize: airline tickets, taxicabs, train fare, personal auto mileage, etc.)
2. Food and incidentals (use approved *per diem* amounts for domestic travel; please estimate actual costs for international travel)
3. Lodging (please indicate daily rate and include applicable taxes)
- 4.

Personnel (Drake)

5. Student assistance: _____ hours @ \$9.00 per hour =

6. Other Assistance (such as research subjects)

Contractual (Non-Drake)

7. Contract Labor (please indicate services to be provided, such as indexing, editorial assistance)
8. Consultants Fees (including invited speakers; please itemize) (Travel, Food, and Lodging costs associated with consultancy, if not included in a flat consultant fee; please consult Business and Finance requirements for reimbursing these costs).
9. Payment of non-Drake research subjects.

Equipment and Supplies

10. Supplies (excluding animals; please itemize)

11. Animals

12. Equipment (including books, hardware, and software; please itemize)

13. Printing

14. Postage

15. Long-Distance Telephone

16. Fees (including permissions, **conference registration**, library or archive access, licenses)

Meetings and Events

17. Catering (please consult Business and Finance requirements for underwriting food-related costs)

18. Space rental (including performance venues, galleries, exhibition spaces)

19. Production costs (including the costs associated with producing performances, mounting exhibits, and the like, not already included above)

Other

20. Please include an itemized list of other costs not anticipated above.

If your research involves the use of live animals, please complete item 23 **or** 24 below (but not both).

21. Per diem animal care: \$0.75 per animal per day:

How many animals will you research require? _____

How many days of live care (including weekends)? _____

22. Fee basis animal care: Multiply the **Subtotal (#22 above)** by 2.5% (.025)

TOTAL REQUESTED
