**POTT COLLEGE OF SCIENCE, ENGINEERING, AND EDUCATION**

**INNOVATION AWARD**

**TITLE PAGE**

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For each applicant for this proposal, please provide their name, signature, and department:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Signature Department**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Signature Department**

**Date Proposal Submitted: \_\_\_\_\_\_\_\_\_\_**

**Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Project End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Amount of Funding Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed and approved by (Department Chair or Supervisor):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Signature Department/College**

**Project Summary:** Please provide a concise description of the objectives, intellectual merit, and anticipated outcomes of your research project (200 words maximum):

**INNOVATION AWARD BUDGET WORKSHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructions:** Fill in the table below with detailed information on materials needed, cost per item, quantities, and total amount requested. Additionally, you need to provide a budget justification that includes a narrative describing the need for each item included with your budget. | | | | |
| **Supplies and Materials** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Salary/Wages/Stipends\*** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Research Travel\*** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Equipment and/or Instrumentation** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Professional/Technical Services** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Publication Costs** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Needs/Expenditures** | | | | |
| **Item** | **Description** | **Unit Cost ($)** | **Quantity** | **Total ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | Total Estimated Cost ($) | |  |
| Total Requested | |  |

\*See appendix for instructions to calculate wage, salary, and travel expenses.

**APPENDIX: Budget Calculations**

*If applicable*, use the following rates and equations to calculate salaries, wages, stipends, and travel costs. Enter each item on a separate line in the **Innovation Award Budget Worksheet**. Include rates, hours, and distances in the description box.

**SALARIES/WAGES/STIPEND Calculations**

1. Project Director

To determine stipend or amount above salary (summer or overload pay) = 2.5% per credit hour + FICA (7.65% of salary)

(Contact the Special Funds Accountant for the current F&A rate.)

1. Undergraduate/Graduate Student

$ \_\_\_\_\_ hourly rate X \_\_\_\_\_ hours/week X \_\_\_\_\_ weeks = $\_\_\_\_\_\_\_\_\_\_\_

If Stipend: Stipend Amount = $\_\_\_\_\_\_\_\_\_\_

\*\*In Budget Justification describe how was stipend amount determined.

1. Secretarial/Clerical (Contact Human Resources for the appropriate hourly rates.)

$ \_\_\_\_\_ hourly rate X \_\_\_\_\_ hours/week X \_\_\_\_\_ weeks = $\_\_\_\_\_\_\_\_\_\_\_

1. Professionals (Technician/Programmer)

Position, time frame, amount.

**TRAVEL**

1. Mileage: $0.49/mile X \_\_\_\_\_ miles = $\_\_\_\_\_\_\_\_\_\_\_

[Mileage capped at best available airfare 30 days out.]

1. Airfare: include destination and estimated cost for roundtrip ticket
2. Room/Hotel:

$ \_\_\_\_\_\_\_ room rate + tax (12%) X \_\_\_\_\_ days = $\_\_\_\_\_\_\_\_\_

1. Board/Per diem

$41 in Indiana ($52 out-of-state) X \_\_\_\_\_ days = $\_\_\_\_\_\_\_\_\_\_\_\_

[Out of Country Per Diem Rates Vary by Country: China, France, Germany, the Netherlands, Singapore, and the United Kingdom: $65 per day; Japan: $90 per day; Korea and Taiwan: $85 per day; Other Countries: $52 per day]