

## Faculty Research Grant Proposal Budget Summary

Applicant Name: \_\_\_\_\_

Funds from the Faculty Research Support Grants will be transferred to the faculty member's research account. The faculty member assumes the responsibility of managing this account following appropriate AU procedures. A narrative justification for each item in the budget must be provided. On a separate page, titled Budget Justification, describe what is covered in the amount for each category and the purpose of each budget request. Break down the budget only to whole dollar amounts, rounding as needed. Be specific about budget requests, especially for personnel (explaining number of hours and hourly rate, if appropriate, as well as the nature of work to be performed) and travel (explaining the reason for the travel and breaking down the request into airfare, meals, and lodging rates). It is not necessary to itemize small amounts spent for supplies and materials. All AU purchasing, travel, and personnel guidelines must be followed, working with the appropriate budget officer in your school or college. Purchasing guidelines can be found at: <http://www.american.edu/finance/controller/General-Accounting-Policies-Procedures-and-Guidelines.cfm>

***If a project is funded, major changes to the budget must be approved by the VPR-DGS. Changes up to \$500 do not require VPR-DGS review and approval.***

Brief Itemization	Amount	Awarded
<b>Personnel</b> (AU staff or students and fringe benefits as needed)		
<b>Supplies and Materials</b> (Including films, tapes or DVDs, books, access to databases, specialized software, photocopying, printing, art materials, scientific and laboratory supplies)		
<b>Contracted Services</b> (Payments to independent contractors – non-AU employees – who provide specific services related to the research; cash or check payments to research participants)		
<b>Travel</b> (Use current AU guidelines for mileage and per diem; include dates, destinations, and purposes of all travel in budget narrative)		
<b>Purchased Services</b> (Including printing and binding, freight, advertising)		
<b>Other Expenses</b> (Non-cash incentives to research participants, refreshments for focus groups, parking fees for research participants)		
<b>Total</b>		

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Revised October 21, 2016