

9/21/2000

Office of Sponsored Programs Administration
DRAFT BUDGET CHECKLIST

Draft Budgets should be submitted to appropriate Grant and Contract Specialist at Sponsored Programs Administration for review at least 10 working days prior to the Sponsor deadline.

Please provide the following:

Project Director's Name:
Phone Number: ext. Fax E-Mail

Names of all Personnel and Social Security Numbers. (Please continue on a separate sheet if necessary.)

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Draft Budget included

Budget Justification included

Proposed Project Start Date:

Project Duration

Performance Site: % ON Campus

% OFF Campus

Proposal Type (*Check One*): Research Instruction/Training Public Service Conference
 Fellowship Educational Support

Proposal is is not a subcontract for another proposal.

Proposal does does not include a subcontract to another institution.

Sponsor

Sponsor Deadline for proposal submission Postmark Receipt

Proposal is is not in response to Special Solicitation/RFP/RFA (title or number of solicitation),
please include a copy of solicitation unless obtained from Sponsored Programs.

Animal Use - Be sure to itemize the cost of both Animal Purchase and Animal Care. (Per recommendation of IACUC, Animal Care should be increased by 10% each year.)

Please include this checklist when submitting your budget for review. This will assist us in reviewing your budget and returning it to you in a timely fashion.

To determine the Grant and Contract Specialist assigned to your department, please refer to the SPA Home Page, <http://www.research.buffalo.edu/spa/whatweare.htm>

GCS	Phone No.	E-mail
Karen Mueckl	645-2977 ext. 108	mueckl@research.buffalo.edu
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Teresa Wilkins	645-2977 ext. 109	wilkins@research.buffalo.edu

Draft Budgets may be sent by e-mail, through Campus Mail: Sponsored Projects Services, 402 Crofts Hall, North Campus or by Facsimile to 645-2760. Please be sure to include the GCS's name.