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

<table>
<thead>
<tr>
<th>GCS</th>
<th>Phone No.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Mueckl</td>
<td>645-2977 ext. 108</td>
<td><a href="mailto:mueckl@research.buffalo.edu">mueckl@research.buffalo.edu</a></td>
</tr>
<tr>
<td>Mary Kraft</td>
<td>645-2977 ext. 113</td>
<td><a href="mailto:kraft@research.buffalo.edu">kraft@research.buffalo.edu</a></td>
</tr>
<tr>
<td>Teresa Wilkins</td>
<td>645-2977 ext. 109</td>
<td><a href="mailto:wilkins@research.buffalo.edu">wilkins@research.buffalo.edu</a></td>
</tr>
</tbody>
</table>

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.