**Budget Proposal Worksheet (2024)**

**MWSU Summer Fellowship - Faculty Research Grant Program**

**Overview**

The Summer Fellowship – Faculty Research Grant Program awards maximum of $7,500 per proposal. The amount requested may be used entirely for summer salary, or for a combination of salary and other research related expenses.

* The Summer Research Fellowship Grant Program begins May 15th and ends August 15th.
* All funding must be expended by August 16, 2024 unless prior permission is requested

**Budget Proposal Worksheet completion**

All PIs must complete the Budget Proposal Worksheet (p.2) and provide a detailed breakdown of expenses as well as justification and rationale for expenses when relevant.

Please note – salaries should be included in both tables. Examples of categories include personnel, equipment, travel, student salary, and faculty salary. Additional pages may be attached if desired.

**Notes:**

* The Division of Finance and Administration will create a research fund account for all non-salary expenses and generate Personnel Action Form(s) (PAF) for summer salary.
* Any research related expenses awarded must comply with all MWSU travel, accounting, and purchasing policies.
* Summer salary will be paid in conjunction with normal summer payroll cycle.
* Summer Fellowship budget requested should only include **gross salary dollars** and should exclude fringe calculations. Fringe expenses will be covered by the University.
* Salaries are subject to mandatory federal and state retirements.
* Student employment should be calculated at the University rate of $12.00 per hour, and the Office of Business and Finance will partner with awardees to assist with structuring student reimbursement and pay.
* Summer Fellowship funding closes August 15 of the award year.
* Accounts will remain active only to allow for final expenditures and adjustments.
* In the event of a delay in the disbursement of funds past the August 15 deadline, the PI must submit an extension request no later than 4:00 p.m. CST August 1st to facultyresearchgrant@missouriwestern.edu.

**Budget Proposal Worksheet (2024)**

**MWSU Summer Fellowship - Faculty Research Grant Program**

|  |  |
| --- | --- |
| PI Name |  |
| PI G# |  |
| Joint applicant name(s) (if applicable) |  |
| Total funding requested (Table 1 total below) |  |

Table 1

Proposed Budget: Salary and compensation only

|  |  |  |
| --- | --- | --- |
| Salary Requested | Justification | Amount |
| PI Salary |  |  |
| Faculty salary (non-PI) |  |  |
| Graduate student salary |  |  |
| Undergraduate student salary |  |  |
| Other student compensation |  |  |
| Total salary requested | |  |

Table 2

Proposed Budget: All Expenses (including salaries)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Item | Details | Justification | Timing of expense | Amount Requested |
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| Total Requested | | | | |  |