

## **Budget Proposal Worksheet (2026)**

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

#### **Overview**

The Summer Fellowship – Faculty Research Grant Program awards a 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 18<sup>th</sup> and ends August 14<sup>th</sup>
- All funding must be expended by August 14, 2026 unless prior permission is requested

#### **Budget Proposal Worksheet completion**

All PIs must complete the Budget Proposal Worksheet 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 the normal summer payroll cycle in June and July.
- Summer Fellowship budget requested should only include **gross salary dollars** and should exclude fringe calculations (including student salary and fringe expenses). 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 \$12.30 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 14 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 14 deadline, the PI must submit an extension request no later than 4:00 p.m. CST July 31st to [facultyresearchgrant@missouriwestern.edu](mailto:facultyresearchgrant@missouriwestern.edu).

## Budget Proposal Worksheet (2026)

### MWSU Summer Fellowship - Faculty Research Grant Program

PI Name	
PI G#	
Joint applicant name(s) and G# (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)

Item	Details	Justification*	Timing of expense	Amount Requested
Total Requested				

\*Please use additional space, if needed