Budget Proposal Worksheet (2027)
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. Please note that fringe expenses are inclusive of the $7,500, and will be deducted from any salary/stipend that is a part of this award.

- The Summer Research Fellowship Grant Program begins May 17th and ends August 13th
- All funding must be expended by August 13th, 2027 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 stipend/summer salary budget requested should include fringe benefits (including student salary and fringe expenses). Fringe will not be covered separately by the University.
- Salaries are subject to mandatory federal and state retirements.
- Student employment should be calculated at the University rate of $15.00 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 13th, 2027
    - 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 13 deadline, the PI must submit an extension request no later than 4:00 p.m. CST July 31st to facultyresearchgrant@missouriwestern.edu.

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Table 1: PI/Co-PI information

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

Table 2: 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		

*PI/Faculty salary should include any fringe calculations

**Student salary should adhere to MoWest's hourly rate

Table 3: Proposed Budget: All Expenses (including salaries)

Item	Details	Justification*	Timing of expense	Amount Requested

Total Requested

Note: Please use additional space, as needed