**Appendix1.** **APPLICATION FOR 2017 GFSRC GRANT**

1. **Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**

**(Last) (First) (MI)**

1. **Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **If any additional individuals will be working with you on this project, list each person below.**

(Attach individual sheets if required.)

 **Name**  **Title**  **Where Employed**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide a very brief description of the project this application would support in the space below.**
2. **Explain this project in detail on attached sheets (maximum of two double-spaced pages; supporting materials may be attached).**
3. **(Fill in.) The total amount of money being requested is $\_\_\_\_\_\_\_\_\_\_\_\_, of which $\_\_\_\_\_\_\_\_\_\_\_\_is for personnel costs and $\_\_\_\_\_\_\_\_\_\_\_\_ is for expenses.**
4. **Have you applied (or will you apply) to another organization for funding the same project?**( ) Yes ( ) No (If yes, attach sheets providing complete detail)
5. **Does this project involve research with human or animal subjects?**

( ) Yes ( ) No (If yes, attach copies of IRB or IACUC approval/exemption,

or indicate whether such approval/exemption is pending.)

|  |
| --- |
| **Appendix 2. SAMPLE BUDGET FORM\*** |
|
| **EXPENSE CATEGORIES** | **DESCRIPTION** | **EXPENSE ITEM** | **# UNIT** | **AMOUNT** |
| **1** | STUDENTS SUPPORT SERVICES | a | Undergraduate Student Support:  |  $7.00/hour, part-time | 20 | $140.00 |
| b | Graduate Student Support: | $12.00/hour, part-time | 60 | $720.00 |
|  |   |   |   |   |   |   |
| **2** | EQUIPMENT |   | (List vendors/costs) |   |   |   |
|  |   |   |   |   |   |   |
| **3** | SOFTWARE |   | (List vendors/costs) |   |   |   |
|  |   |   |   |   |   |   |
| **4** | BOOKS |   |   |   |   |   |
|  |   |   |   |   |   |   |
| **5** | CONFERENCE EXPENSES | a  | XXXX Conference | RT Airfare New York/Houston  | 1 |  $600.00 |
| b | Ground Transportation | $30 (to or from airport) | 2 | $60.00 |
| c | Registration fee | Individual rate | 1 | $500.00 |
| d | Hotel | $125/night | 2 | $250.00 |
| e | Meals & Incidentals | 3 meals/day = $45/day | 3 | $135.00 |
|  |   |   |   |   |   |   |
| **6** | OTHER |   | (Publication cost/page charges, etc.)  |   |   |   |
|  |   |   |   |   |   |   |
|  |  |  |  |  | **TOTAL:** | **$2,405.00** |

1. Remember to include a brief explanation and justification of each item in your proposal.

|  |
| --- |
| **Appendix 3. Sample GFSRG Expense Summary** |
|  |  |  |  |  |  |  |  |  |
| **Expense Description** | **Reason for Expense** | **Expense Category (as per the coding table below)** | **Date of Expense (MM/DD/YYYY)** | **Amount (Local Currency)** | **Amount (USD)** | **Receipt/Invoice reference number** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |
|  |  | **Allowed Expense Categories** |  |  |  |  |
|  |  | **1** | Students Support Expenses |   |  |  |  |  |
|  |  | **2** | Equipment |   |  |  |  |  |
|  |  | **3** | Software |   |  |  |  |  |
|  |  | **4** | Books |   |  |  |  |  |
|  |  | **5** | Conference expenses |   |  |  |  |  |
|  |  | **5.a** | Travel |  |  |  |  |
|  |  | **5.b** | Registration fees |  |  |  |  |
|  |  | **5.c** | Accommodation |  |  |  |  |
|  |  | **5.d** | Meals & Incidentals |  |  |  |  |
|  |  | **6** | Other |   |  |  |  |  |