OU-Tulsa
College of Arts and Sciences
APPLICATION FOR RESEARCH SUPPRT PROGRAM
Budget and Justification Template – Maximum 1 page

You are not required to use this template. However, we have provided it as guidance in preparing the necessary information for which reviewers will be looking.

FUNDS REQUESTED BY CATEGORY:

Budget Item	Cost
Summer Stipend (fringe benefits should not be included)	$
Other Personnel (include salary & fringe benefits)	$
Travel	$
Computer Equipment	$
Materials/Supplies/Services	$
Other (specify):	$
	$
	$

TOTAL REQUEST: $

BUDGET JUSTIFICATION

Summer Stipend – Why are you requesting funding in the summer? Is this when the majority of the work will be performed? What would you be doing instead if this funding was not available?

Other Personnel (include salary & fringe benefits) – Which other personnel are required to complete the project? Examples include students, postdocs, technicians, etc. Only include individuals from OU. Individuals outside of OU (such as a consultant, evaluator, etc.) would be included below as a service.

Travel – Describe travel you are proposing to fund, in whole or in part, and how it relates to the proposed project.

Computer Equipment – Describe the equipment, why it is necessary for the proposed project, and why other available resources are not sufficient.

Materials/Supplies/Services – Describe any materials, supplies, services (e.g., consultants, evaluators, etc.) that are needed for the proposed project. The more detail, the better.

Other (specify): For each item, make sure that you describe the relevance to the proposed project.

Indirect costs are NOT included on internal funding proposals.

Startup Funds
Some faculty were provided with startup funds for their new positions at OU. If applicable to your position, please describe any funds available for the proposed project through startup funds and why you are asking for additional funds. This description might also need to include information regarding the remaining startup funds and your planned expenses for these funds. If you choose not to address this, it may leave some reviewers wondering whether or not your work could be supported by startup funds.

If this is not applicable to you, please provide an appropriate statement such as the following: "The topic of startup funds is not relevant because I did not receive any funds." or "The topic of startup funds is not relevant because all of my startup funds have been expended."