

Math Department
Budget Worksheet

Proposal Facts

PI Name:

Proposal Title:

Proposal due date:

Requested project start date:

Requested project end date

Do you expect to be employed at MIT at the project end date?

Do you anticipate a promotion before the project end date?

Other organizations

Does this project involve people not affiliated with MIT?
who, and where?

Will a budget for another institution be required?

- Option 1: Make a subaward (required if foreign or for-profit)

- Option 2: Collaborative Proposal (often cheaper if another US University)

Personnel

PI:

Months/year requested:

Current Annual Salary:

do you plan to be away from MIT for any full term during the grant period (Sept-Jan, Jan-May, Jun-July)? Which years?

Do you anticipate a promotion before the project end date?

Are you currently supported by any other grants?

Co-Investigators (if any)

Name:	Mos/Yr:	Current Salary
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Students (if any)

Graduate Students?

Academic semesters per year (about \$28K/semester)

Summer months (about \$4.2K/month)

Undergraduate student projects?

Part-time academic year (about \$1200 per semester)

Full-time summer (about \$7.5K)

Math Department
Budget Worksheet Continued

Non-personnel expenses

Major equipment

Will any equipment over \$3000 per item be required?

Please list description, cost, and preferred source

Conferences, Workshops, and Seminars

Does your project include a conference, workshop, or seminar that requires travel money for non-MIT participants?

If yes, how many participants?

During which years is this activity planned?

Who will be invited? Any plans to involve women, minorities, people with disabilities, or recent PhDs?

Will any non-travel expenses be incurred for this activity?

Other direct Costs

What items under \$3000 each will be required (circle all that apply)

books journals publication fees lab supplies software
computer accessories Other: _____

Estimated cost per year?

Travel

who will travel? (yourself, collaborators, students)

For what purposes?

if to collaborate, can you get a letter of intent to collaborate?

How many domestic trips per year do you anticipate?

List examples of 2-3 potential destinations:

How many international trips per year?

What countries do you expect visit?

list examples of 2-3 potential destinations: