**VCU Presidential Research Quest Fund:** Budget & Budget Justification Form

Provide and justify all requested costs associated with the proposed project. Itemize and identify any item in excess of $500.00. Chemicals may be grouped into major categories, such as solvents, radio-labeled compounds, enzymes, antibodies, etc. Add or delete rows in each section as needed, but address all required information. If you are requesting NO costs in a category, write “N/A”.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel** | | | |
| List all personnel associated with the proposed project. Include a description of their role(s), percent time dedicated to the project, and requested amount. | | | |
| Name | Role on Project | Percent Effort | Budget Request |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | Subtotal |  |

|  |  |  |
| --- | --- | --- |
| **Consumable Supplies** | | |
| Itemize project supplies that will be purchased with award funds. | | |
| Description | | Budget Request |
|  | |  |
|  | |  |
|  | |  |
|  | Subtotal |  |

|  |  |  |
| --- | --- | --- |
| **Equipment** | | |
| Itemize equipment that will be purchased with award funds. | | |
| Description | Unit Price | Budget Request |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Subtotal |  |

|  |  |  |
| --- | --- | --- |
| **Additional Expenses** | | |
| Itemize any additional expenses requested. | | |
| Description | | Budget Request |
|  | |  |
|  | |  |
|  | |  |
|  | Subtotal |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item Budget Request Summary** | | | | |
| Request from PeRQ Fund |  | | | |
| Total In-Cash Match Request  from School(s), Department(s), Unit(s) |  | | | |
| Itemized request for match contributions | **Unit:** |  | **Match Request Amount:** |  |
|  | **Unit:** |  | **Match Request Amount:** |  |
|  | **Unit:** |  | **Match Request Amount:** |  |
| **Total Request**  (not to exceed $50,000) | | | |  |

|  |
| --- |
| **Budget Justification** |
| Justify all costs requested associated with the proposed project. *Minimum formatting requirements: 11-point font, 0.5 inch margins, single spaced.* |

[Start typing here]