CITY OF BOULDER OPEN SPACE & MOUNTAIN PARKS

FUNDED RESEARCH PROGRAM

REQUEST FOR PROPOSALS FOR RESEARCH FUNDING

Attachment A: Budget Worksheet

Please provide a breakdown of costs associated with your project, including those overhead costs that may be charged by your sponsoring agency/institution for managing the grant. Maximum request should be $12,000.

To ensure funding is applied directly to research objectives, exceptions to adherence of the following guidelines will only be granted in rare circumstances: 1) overhead costs should not exceed 10% of the total grant award; 2) funding will cover travel between sites only (i.e., not travel from the PI’s home institution to sites); 3) only reasonably-priced equipment necessary to accomplish approved research will be funded; funding requests to purchase expensive equipment may be capped or denied; and 4) accommodations / lodging will not be funded. Finally, we ask researchers to distinguish between the Principal Investigator’s (PI) salary during the research time frame and employee/student salary; for employee/student support, please provide the number of hours with concomitant hourly rate required, unless requesting a lump sum for a scholarship/stipend.

Applicants should consult the finance and/or sponsored projects offices of their agencies to determine overhead amount. Please contact Ann Lezberg, [lezberga@bouldercolorado.gov](mailto:lezberga@bouldercolorado.gov) with questions.

Please add additional lines to this chart as needed, for example, if more than one piece of equipment is purchased or more than one person will receive a salary from this grant.

|  |  |  |
| --- | --- | --- |
| **Item** | **% of Total Funding Request** | **Cost** |
| Salaries   * PI Salary * Supporting staff (# of hrs x hourly rate) * Student stipend/scholarship |  |  |
| Research Equipment |  |  |
| Office Supplies |  |  |
| Report Preparation |  |  |
| Required Overhead |  |  |
| Travel Expenses |  |  |
| Other |  |  |
| **Total Funding Request** (if requesting funding from OSMP and BCPOS, JCOS or City of Longmont, note how much will be billed to each agency) |  |  |

**Please list any sources of additional funding including in-kind donations that will support this project (if applicable):**