



Office of Research & Sponsored Programs

Preliminary Account Request For Fixed-Price Awards

DATE _____

MEMORANDUM

TO: Office of Research and Sponsored Programs

FROM: _____
Principal Investigator

REQUEST FOR: New Banner Index - New Project
 New Banner Index - Renewal/Continuation of Banner Index _____
 Supplement and/or Extension of Banner Index _____

REFERENCE:
Sponsor: _____
Project Title: _____

It is requested that a Preliminary Account be established in the amount of \$ _____ to cover necessary expenditures for a period beginning _____ and ending _____. **Period cannot exceed 3 months. See budget on the reverse side of form.**

I have or have not (check appropriate box) received acknowledgment for the sponsor concerning this project.

Should this project not be funded, _____ (authorized person) agrees to cover with local funds, under the control of the _____ (College, Department, Center, etc.), all charges made to this Preliminary Account from Banner Index _____.

1. _____
Principal Investigator Date

4. _____
AVP for Research, ORSP Date

2. _____
Authorized Person (for account listed) Date

5. _____
Additional Date

3. _____
Dean Date

6. _____
Additional Date

Attach copy of award notification

**PRELIMINARY ACCOUNT REQUEST BUDGET
FOR
FIXED-PRICE AWARDS
(Not to exceed 3 months)**

Salaries	
Faculty 9-month during AY	\$
Faculty 9-month during Summer	\$
Faculty 12-month	\$
A&P	\$
Sub-total	\$
Wages	
Faculty Supplemental Compensation (OPS)	\$
Part Time Faculty Contracts (OPS)	\$
USPS	\$
Graduate Research Assistant	\$
Undergraduate Student	\$
OPS/Part-Time Employment	\$
Sub-total	\$
Employee Benefits	
Faculty AY @ 28.7%	\$
Faculty Summer or Sabbatical 18.5%	\$
Faculty - Supp Comp @ 7.65%	\$
A&P @ 30.2%	\$
USPS @ 38%	\$
OPS / Students @ 8%	\$
Workers Comp - salaried faculty/adjuncts, A&P and USPS @ 0.006%	\$
Sub-total	\$
Contractual	
Subawards ≤ \$25,000 (list individually by entity name)	\$
Subawards > \$25,000 (list individually by entity name)	\$
Other Contractual Services (list individually by individual or entity name)	\$
Sub-total	\$
Equipment - > \$1,000 and 1 year life PER item	
Desktop Computer	\$
Laptop Computer	\$
Server	\$
Audio-Visual Technology-Overhead Projector	\$
Audio-Visual Technology-Video Projector	\$
Audio-Visual Technology-Projection Screen	\$
Audio-Visual Technology-TV Monitor	\$
Audio-Visual Technology-DVD/CD Player/Recorder	\$
Audio-Visual Technology-Camera and Accessories	\$
Lab Equipment	\$
Office Equipment	\$
Office Furniture	\$
Communication Device	\$
Sub-total	\$
Travel	
In State Travel	\$
Out of State Travel	\$
Foreign Travel	\$
Sub-total	\$

Materials and Supplies	
Laboratory/Technical Supplies	\$
Office Materials and Supplies	\$
Educational Materials	\$
Medical Supplies	\$
Computer Equipment < \$1,000	\$
Audio-Visual Technology < \$1,000	\$
Lab Equipment < \$1,000	\$
Communication Devices < \$1,000 (PDAs / GIS/Wireless Card)	\$
Sub-total	\$
Other	
Food (non-entertainment meals for events associated with SOW only)	\$
Publications - Reprints, Journal Page Charges	\$
Printing/Design Services	\$
Subscription	\$
Memberships	\$
Freight / Courier Postage	\$
Local Postage	\$
UNF Student Tuition / Scholarships / Educational Assistance	\$
Non-UNF Scholarship Payments	\$
Local Phone Service - Monthly service charge	\$
Long-Distance Phone Charges (Suncom)	\$
Rental of Space	\$
Rental of Equipment	\$
Telephone Equipment Rental (cell phones)	\$
Telephone Service Charges for set-up or repair (new/add'l Line, change of number	\$
Local Phone Service - Monthly service charge (Wireless Card Service)	\$
Repairs / Maintenance-Commodities	\$
Repairs / Maintenance-Services	\$
Participant Incentives	\$
UNF Fee-For-Service/Recharge Centers-PORL	\$
UNF Fee-For-Service/Recharge Centers-FIE	\$
Sub-total	\$
Construction / Alteration (usually not allowed, check guidelines)	
Renovation	\$
New Construction	\$
Sub-total	\$
Participant Support Costs - Conference/Event Attendees	
Stipend	\$
Travel - use applicable account code above based on type of travel	\$
Food	\$
Other - use applicable account code above	\$
Sub-total	\$
Total Direct Costs	\$
Indirect Costs	\$
TOTAL COSTS	\$