



Office of Research & Sponsored Programs

Preliminary Account Request For Cost Reimbursable 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 attached.

I [] have or [] have not (check appropriate box) received acknowledgment for the sponsor concerning this project. If you have received acknowledgment, please forward with request.

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. _____ Date
Principal Investigator
2. _____ Date
Authorized Person (for account listed)
3. _____ Date
Dean
4. _____ Date
Director, GAFM
5. _____ Date
Additional
6. _____ Date
Additional

**PRELIMINARY ACCOUNT REQUEST BUDGET FOR
COST REIMBURSABLE AWARDS
(Not to exceed 3 months)**

	Salaries	
611001	Faculty 9-month during AY	\$
611002	Faculty 9-month during Summer	\$
611000	Faculty 12-month	\$
612000	A&P	\$
	Sub-total	\$
	Wages	
712006	Faculty Supplemental Compensation (OPS)	\$
712003	Part Time Faculty Contracts (OPS)	\$
613000	USPS	\$
711004	Graduate Research Assistant	\$
711001	Undergraduate Student	\$
713001	OPS/Part-Time Employment	\$
	Sub-total	\$
	Employee Benefits	
620000	Faculty AY (see current rate on ORSP web site)	\$
620000	Faculty Summer or Sabbatical (see current rate on ORSP web site)	\$
712006	Faculty - Supp Comp (see current rate on ORSP web site)	\$
620000	A&P (see current rate on ORSP web site)	\$
620000	USPS (see current rate on ORSP web site)	\$
719000	OPS / Students (see current rate on ORSP web site)	\$
	Sub-total	\$
	Contractual	
721080	Subawards ≤ \$25,000 (list individually by entity name)	\$
721081	Subawards > \$25,000 (list individually by entity name)	\$
721082	Other Contractual Services (list individually by individual or entity name)	\$
	Sub-total	\$
	Equipment - ≥ \$5,000 and 1 year life PER item	
741883	Desktop Computer	\$
741884	Laptop Computer	\$
741885	Server	\$
741886	Audio-Visual Technology	\$
741881	Lab Equipment	\$
741882	Office Equipment	\$
741880	Office Furniture	\$
741887	Communication Device	\$
	Sub-total	\$
	Travel	
772180	In State Travel	\$
772280	Out of State Travel	\$
772380	Foreign Travel	\$
	Sub-total	\$

	Materials, Supplies and Equipment < \$5,000	
792080	Desktop Computer	\$
792082	Laptop Computer	\$
792083	Server	\$
793080	Audio-Visual Technology – Overhead Projector	\$
740881	Laboratory/Technical Supplies	\$
740880	Office Materials and Supplies	\$
740882	Educational Materials	\$
740883	Medical Supplies	\$
740884	Computer Equipment < \$5,000	\$
740885	Audio-Visual Technology < \$5,000	\$
740886	Lab Equipment < \$5,000	\$
740888	Communication Devices < \$5,000 (PDAs / GIS/Wireless Card)	\$
	Sub-total	\$
	Other	
771885	Food (non-entertainment meals for events associated with SOW only)	\$
771880	Publications - Reprints, Journal Page Charges	\$
775080	Printing/Design Services	\$
771883	Subscription	\$
771882	Memberships	\$
771006	Freight / Courier Postage	\$
771010	Local Postage	\$
761000	UNF Student Tuition / Scholarships / Educational Assistance	\$
771025	Non-UNF Scholarship Payments	\$
732001	Local Phone Service - Monthly service charge	\$
732005	Long-Distance Phone Charges (Suncom)	\$
771980	Rental of Space	\$
771981	Rental of Equipment	\$
715080	Telephone Equipment Rental (cell phones)	\$
732001	Telephone Service Charges for set-up or repair (new/add'l line, change of number)	\$
732001	Local Phone Service - Monthly service charge (Wireless Card Service)	\$
751080	Repairs / Maintenance-Commodities	\$
752080	Repairs / Maintenance-Services	\$
777186	Participant Incentives	\$
775084	UNF Fee-For-Service/Recharge Centers-PORL	\$
775085	UNF Fee-For-Service/Recharge Centers-FIE	\$
	Sub-total	\$
	Construction / Alteration (usually not allowed, check guidelines)	
N/A	Renovation	\$
N/A	New Construction	\$
	Sub-total	\$
	Participant Support Costs - Conference/Event Attendees	
771025	Stipend	\$
	Travel - use applicable account code above based on type of travel	\$
771885	Food	\$
	Other - use applicable account code above	\$
	Sub-total	\$
	Total Direct Costs	\$
771080	Indirect Costs (_____ % of _____)	\$
	TOTAL COSTS	\$