



This form is intended to assist in the development of your proposal's budget. If you have identified a funding opportunity for which you would like to submit a grant application, please complete this form to the best of your ability and return to **Ali Saren** at asaren@iq.harvard.edu, at your earliest convenience. Ali will then be in touch to begin the process of preparing the budget for your proposal. The *IQSS Grants Administration Team* is happy to help with all your grant application needs. If you have any questions or need further clarification when completing this form, do not hesitate to contact Ali at 617-496-7294.

Date _____ Name of Sponsor _____ Grant Application Deadline: _____

RFA # or Link to Guidelines _____

Main Contact for this Project _____ Email _____ Phone # _____

Principal Investigator _____ Estimated Target Amount for Budget _____

Proposed Title of Project _____

Targeted Project Period Begin Date _____ to End Date _____

Brief description of proposed research:

Please provide the answers to the questions below, to the best of your ability.

PERSONNEL: Please list all personnel that will be working on this project. For example, please list all research staff, faculty, members of a steering committee, advisory board, and or students, researchers, and faculty from other institutions. Please be sure to include the role of the person on the project.

Who will be spending time on this project? Please list anyone and everyone who will be involved in any aspect of the project:

Name _____ Institution Affiliation _____ Role _____

PAID If Paid, approximately how much time will this person spend on the project (%)? _____

VOLUNTEERED TIME Will this person be a new hire? Y N

Name _____ Institution Affiliation _____ Role _____

PAID If Paid, approximately how much time will this person spend on the project (%)? _____

VOLUNTEERED TIME Will this person be a new hire? Y N

Name _____ Institution Affiliation _____ Role _____

PAID If Paid, approximately how much time will this person spend on the project (%)? _____

VOLUNTEERED TIME Will this person be a new hire? Y N

Name _____ Institution Affiliation _____ Role _____

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Name _____ Institution Affiliation _____ Role _____

PAID If Paid, approximately how much time will this person spend on the project (%)? _____

VOLUNTEERED TIME Will this person be a new hire? Y N

Name _____ Institution Affiliation _____ Role _____

PAID If Paid, approximately how much time will this person spend on the project (%)? _____

VOLUNTEERED TIME Will this person be a new hire? Y N

RESOURCES: Will the project staff need any of the services listed below? Please check all that apply and include any comments.

- Data Storage (Harvard MIT Data Center)
- Purchased Hardware or Equipment such as Servers (Harvard MIT Data Center)
- Data Archiving (Murray Research Archive)
- Data Management (Dataverse Network)
- Existing Personnel Resources, such as a Programmer, Analyst, etc? (HMDC, DVN)
- GIS Analysis (Center for Geographic Analysis)
- Office Space
- New Hires that will need to be housed at IQSS
- Survey Help (Program on Survey Research)
- Will you be requesting funding from any other sources, (such as the University or another institution), besides the sponsor to fund this project?

If you have checked off any of the above services, please provide any detail to describe the need for these services:

TRAVEL: Please fill in the answers to the following questions to the best of your ability.

Will travel be involved with this project? YES NO

If yes, Please fill in the following information as best as possible:

Name of person traveling: _____

In what year of the project will this travel take place? (e.g. "Year 1", "Year 2", or "Each Year") _____

Travel From _____ To _____

Hotel/Accommodations/Meals/Incidentals: Duration (e.g. "3 days", "2 months") _____

Name of person traveling: _____

In what year of the project will this travel take place? (e.g. "Year 1", "Year 2", or "Each Year") _____

Travel From _____ To _____

Hotel/Accommodations/Meals/Incidentals: Duration (e.g. "3 days", "2 months") _____

Name of person traveling: _____

In what year of the project will this travel take place? (e.g. "Year 1", "Year 2", or "Each Year") _____

Travel From _____ To _____

Hotel/Accommodations/Meals/Incidentals: Duration (e.g. "3 days", "2 months") _____

Name of person traveling: _____

In what year of the project will this travel take place? (e.g. "Year 1", "Year 2", or "Each Year") _____

Travel From _____ To _____

Hotel/Accommodations/Meals/Incidentals: Duration (e.g. "3 days", "2 months") _____

(Please cut and paste the above paragraph and insert if more than 4 trips are needed for this project)

HUMAN & ANIMAL SUBJECTS:

Will **Human Subjects** be involved with this research? YES NO

If yes, are you planning on paying incentive to any of the subjects? YES NO

If yes, Rate Paid Per Hour _____ Total # of Hours _____

Will **Animal Subjects** be involved with this research? YES NO