

COLLEGE OF ARTS & SCIENCES
INTERNAL GRANT REQUEST

Unit	SAMPLE UNIT
Lead Applicant Name:	SAMPLE PI
Project Dates	May 16, 2024 - May 15, 2025

Senior Personnel	Role	Salary	Fringe (see Rates tab)	Begin Date	End Date	Other/Notes	YEAR 1	YEAR 2 (McCausland Only)
Faculty/Staff Name, Title								
Faculty, Sample PI	PI	\$ 5,277.78	\$ 1,740.08	7/1/2024	7/15/2023	Two weeks summer ECOM, Base = \$95,000	\$ 7,017.86	
Faculty, Sample PI	PI	\$ 7,500.00		1/1/2024	5/15/2024	One course buyout, Spring '25	\$ 7,500.00	
		\$ -	\$ -				\$ -	
			\$ -				\$ -	

Graduate Students/Student Workers								
	Student Type (GA, UG)	Salary	Fringe (see Rates tab)	Begin Date	End Date	Student Enrolled or NOT Enrolled? (see Rates tab)		
Student Researcher	Undergrad	\$ 3,600.00	\$ 290.16	6/1/2024	8/15/2024	\$15/hr * 240 hours; Summer - not enrolled	\$ 3,890.16	
		\$ -	\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
Salaries, Wages, and Fringe Subtotals							\$ 18,408.02	\$0.00

Travel Costs							YEAR 1	YEAR 2 (McCausland Only)
Airfare	Pricing based on Expedia, roundtrip						\$ 475.00	
Hotel	3 nights, \$200/night including taxes						\$ 600.00	
Per Diem	4 days, out of state rate						\$ 200.00	
Rental Car	4 days, including taxes						\$ 200.00	
Registration	n/a						\$ -	
Other (explain)	Airport parking						\$ 50.00	
Travel Subtotal							\$ 1,525.00	\$ -

Other Direct Costs							YEAR 1	YEAR 2 (McCausland Only)
Supplies								
Technology (computer, etc.)	Project specific software						\$ 66.98	
Equipment (provide quote)								
Professional Development								
Honoraria (Visiting Scholars)								
GRA Tuition and Health Insurance								
Other (explain)								
Other Direct Costs Subtotal							\$ 66.98	\$ -

ANNUAL TOTALS	\$ 20,000.00	\$ -
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TOTAL PROJECT	\$ 20,000
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SAMPLE BUDGET JUSTIFICATION – CAS INTERNAL GRANT

Senior Personnel (\$12,778)

Faculty, Sample, will serve as the Principal Investigator (PI) for this CAS internal grant. He will be responsible for the planning and execution of the project, including reporting project results. He will also have the responsibility to oversee and mentor the student researcher. Two weeks of summer salary plus one course buyout for Spring 2025 is requested. Sample Faculty's 9-month base salary is \$95,000 – so summer ECOM for 0.5 summer months is \$5,278. The course buyout is included at the fixed CAS rate for internal grants (\$7,500).

Other Personnel (\$3,600)

Funds are requested to support one undergraduate student researcher to work part-time over the summer. We estimate \$15/hour for 240 total hours – the student will not be enrolled in classes during the summer months.

Fringe Benefits (\$2,030)

Fringe benefits are estimated based on USC guidelines (32.97% for senior personnel and 8.06% for the student researcher during the summer months). In accordance with the CAS Course Buyout Policy, fringe benefits are not separately charged for the Spring 2025 course buyout.

Travel (\$1,525)

Travel support is requested for the PI to attend and present at a national meeting in Sample City, State. Travel reimbursement will be in accordance with university policies, but cost estimates are provided below:

Airfare	Pricing based on Expedia, roundtrip	\$475
Hotel	3 nights, \$200/night, including taxes	\$600
Per Diem	4 days, out of state rate (\$50/day)	\$200
Rental Car	4 days, including taxes (\$50/day)	\$200
Other	Airport parking	\$50
	TOTAL	\$1,525

Other Direct Costs (\$67)

Funds are requested for a \$67 annual software license necessary to complete the described project.

Total Direct Costs: \$20,000

Indirect Costs (\$0)

Not applicable to internal grants.