Foundation Sponsored G & C Project FY Budget Form Instructions

1. Enter the fiscal year date at the top of the form and request specifics.
   a. Check Original Budget Request for the new fiscal year budget or the initial setting up of the Grants & Contracts project.
   b. Check Budget Amendment for amendments to the existing fiscal year budget.

2. Date should be the date of the request.

3. Speedtype will be the project’s assigned speedtype. If this is a request for a new project, leave the speedtype section blank.

4. Enter the following on the next lines.
   a. Fin. Edge project ID and project name.
   b. Dept. ID # (9 digits)
   c. Department Name
   d. Principal Investigator\Dept. Chair
   e. Department contact information
   f. Expenditure approver information

5. Enter the budget for the project in the budget section as:
   a. Budget period.
   b. Original FY Budget column is for the initial budget entry for the new fiscal year.
   c. YTD Amendments column is for previous amendments made to the budget.
   d. New Amendments column list any current amendments to the budget.
   e. Total FY Budget column list the total of the original and/or original and amended columns.

6. Check the boxes in the Compliance section that are applicable.

7. Sign the form and send it to the GSU Foundation for processing.
# GSU Foundation Sponsored Grants & Contracts Project Budget Request Form

**Project/Department/ Budget Information**

- **Date:**
- **G&C Speed-type** (Leave Blank for new Speed Type Requests): 
- **FE Project Id#:**
- **FE Project Title:**
- **Dept. ID # (9Digits):**
- **Department Name:**
- **Principal Investigator / Dept. Chair:**
- **Department Contact:**
  - **Name:**
  - **Telephone:**
  - **Email:**
- **Expenditure Approval:**
  - **Name:**
  - **Telephone:**
  - **Email:**

**Budget Period:**

- **Start Date:**
- **End Date:** 06/30/2014

**Description of Sponsored Activity:**

<table>
<thead>
<tr>
<th>Personal Budget</th>
<th>Original FY Budget (Should remain the Same)</th>
<th>YTD Amendments- (increase/decrease)</th>
<th>New Amendments (increase/decrease)</th>
<th>Total FY Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty –</td>
<td>PSF000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff –</td>
<td>PSS000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Faculty –</td>
<td>PLS000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Assistants –</td>
<td>PLG000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time –</td>
<td>PLP000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. Lump Sum –</td>
<td>PLM000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits –</td>
<td>FBB000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Personal Budget</th>
<th>Original FY Budget (Should remain the same)</th>
<th>YTD Amendments- (increase/decrease)</th>
<th>New Amendments (increase/decrease)</th>
<th>Total FY Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel –</td>
<td>NTR000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies –</td>
<td>NSP000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment –</td>
<td>NEQ000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Consult –</td>
<td>NCON00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Budget        |                                           |                                    |                                    |                 |

**Compliance:**

- **Human Subjects:**
  - **NO**
  - **YES**
- **Animal Subjects:**
  - **NO**
  - **YES**
- **Radiation:**
  - **NO**
  - **YES**
- **Biosafety:**
  - **NO**
  - **YES**

**GSUF Department Contacts**

For assistance with Grants and Contracts budget requests, amendments, speed-types, and extension of budget periods, please contact Lori Pope, GSU Budget Manager, at (404)-413-3445. lpope@gsu.edu

**Approvals**

- **Printed Name of Requestor:**
- **Date:**
- **Requestor Signature:**
- **Date:**

- **Signature/Approval of Chairperson or Director:**
- **Date:**
- **Signature/Approval of Dean/Vice President or Designee:**
- **Date:**

- **GSUF Reviewed By:**
- **Date:**
- **GSUF Approved By:**
- **AVP Finance or Controller:**
- **Date:**