

Math Department  
Budget Worksheet

**Proposal Facts**

PI Name:

Proposal Title:

Proposal due date:

Requested project start date:

Requested project end date

Do you expect to be employed at MIT at the project end date?

Do you anticipate a promotion before the project end date?

**Other organizations**

Does this project involve people not affiliated with MIT?  
who, and where?

Will a budget for another institution be required?

- Option 1: Make a subaward (required if foreign or for-profit)

- Option 2: Collaborative Proposal (often cheaper if another US University)

**Personnel**

**PI:**

Months/year requested:

Current Annual Salary:

do you plan to be away from MIT for any full term during the grant period (Sept-Jan, Jan-May, Jun-July)? Which years?

Do you anticipate a promotion before the project end date?

Are you currently supported by any other grants?

**Co-Investigators (if any)**

Name:

Mos/Yr:

Current Salary

Name:

Mos/Yr:

Current Salary

**Students (if any)**

Graduate Students?

Academic semesters per year (about \$28K/semester)

Summer months (about \$4.2K/month)

Undergraduate student projects?

Part-time academic year (about \$1200 per semester)

Full-time summer (about \$7.5K)

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Budget Worksheet Continued

**Non-personnel expenses**

**Major equipment**

Will any equipment over \$3000 per item be required?

Please list description, cost, and preferred source

**Conferences, Workshops, and Seminars**

Does your project include a conference, workshop, or seminar that requires travel money for non-MIT participants?

If yes, how many participants?

During which years is this activity planned?

Who will be invited? Any plans to involve women, minorities, people with disabilities, or recent PhDs?

Will any non-travel expenses be incurred for this activity?

**Other direct Costs**

What items under \$3000 each will be required (circle all that apply)

books    journals    publication fees    lab supplies    software  
computer accessories    Other: \_\_\_\_\_

Estimated cost per year?

**Travel**

who will travel? (yourself, collaborators, students)

For what purposes?

if to collaborate, can you get a letter of intent to collaborate?

How many domestic trips per year do you anticipate?

List examples of 2-3 potential destinations:

How many international trips per year?

What countries do you expect visit?

list examples of 2-3 potential destinations: