

**UWM Research Foundation  
Catalyst Grant Program  
Budget Instructions – Spring 2010**



**Budget Instructions.** In addition to the catalyst grant proposal, PI's must submit a budget based on the Office of Sponsored Programs Budget Development tool found online at:

<http://www.graduateschool.uwm.edu/research/researcher-central/proposal-development/budget-tool/>

The following instructions will assist in completing that budget application.

***Project Data Tab:***

1. Sponsor for projects should be "UWM Research Foundation – Catalyst Grant Program"
2. Proposed Begin Date: 7/1/10
3. Project Duration: 12 months
4. Project Type: Research
5. Funding Type: Non-Federal (UWM Foundation)
6. Annual Inflation Rate: use default, 3%
7. Rate: 0%. This project is funded by philanthropic contributions is and is not subject to overhead charges.

***Budget Period 1 Tab:***

8. Complete Budget for Period 1. Projects should be 12 months in duration, so only one budget period should be completed.
9. If one month summer salary is requested, investigator must provide strong justification for the request.
10. Course buy-outs are not permitted.
11. Salaries for non-UWM collaborators are not allowed.
12. Support for graduate students and post-doctoral researchers is strongly encouraged.
13. Resident tuition costs are calculated automatically based on the number and type of graduate students that you select. If you anticipate hiring a student subject to non-resident tuition, you must enter additional tuition on the field labeled "Additional Tuition". The Graduate School or the Unit Business Representative in your college can advise you on the amount of additional tuition that should be included for a non-resident student.

***Printing Instructions:***

14. Please print the following tabs as a PDF file and append to your project narrative – "Project Data", "Budget Period 1", "Cumulative", and "Totals".

Technical questions regarding the Budget Development Tool should be directed to:  
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General questions should be directed to the UWM Research Foundation:  
Brian Thompson, [briant@uwmfdn.org](mailto:briant@uwmfdn.org), 414-229-3397