

1. The Principal Investigator (PI) submits a First Alert form to the Grants Office.
2. If the First Alert receives approval, the PI will work with the Grants Office on the grant application narrative, budget, and other documentation.
3. After this information is finalized by the PI, the Grants Office will fill out the External Grant Form using the template below, then solicit official signatures **before** the grant application is submitted to the funding agency. The template below may be expanded for certain grant applications, such as federal agencies.

Proposal Summary / Abstract:
Cost Sharing (Yes/No):
Period of Performance:
Application Due Date:
Indirect Costs (IDC) (Yes/No):
Budget:

Categories	Expenditure Type	Funding Agency	Stetson Cost Share	Totals
Personnel	Stetson faculty and staff salaries including PI/PD based on person-month effort. Employee wages including students and part time salary.			
Contractors	Outside contractors and consultants.			
Fringe Benefits	For Stetson Personnel. Check the Stetson Grants Data Sheet for current rates: www.stetson.edu/administration/grants/data.php			
Participant Costs	Registration fees, tuition, on-campus housing, etc.			
Subaward Payments	Outside collaborators and organizations.			
Materials	Expendable items specific to the project with a cost of less than \$5,000 each.			
Travel	Mileage 70¢/mile; per diem lodging/food; air travel.			
Equipment	Items with useful life of more than 1 year with a cost of more than \$5,000 each.			
SUBTOTAL	of Direct Costs			
IDC	Indirect Costs (Facilities & Administrative); apply to the funder amounts and Stetson's cost share – up to 46.10% of direct costs (do not include equipment). The off-campus rate is 16.60%			
TOTALS				

- It is important to note that some non-federal sponsors might have their own rules and consider a laptop as "equipment". If that is the case, then list it under equipment and not materials.