

## **Instructions for the Restricted Fund Budget Form**

### **General**

Completion of all applicable portions of this form will help expedite the processing of this budget.

**Please attach any award document(s) relevant to this budget action.**

### **PAGE 1 Instructions**

**SCHOOL # & DEPARTMENT #:** Insert the code number for the school (2 digit number) and the department (3 digit number) that has primary administrative responsibility for this project. (These numbers have been provided to your school and department by Contract and Grant Accounting.)

**VU ADMINISTRATOR:** This is the person, other than the P.I., who will coordinate the day-to-day administration of the project, e.g., the processing of transactions, budget revisions and similar actions.

**VU ADMIN ADDRESS:** The VU address of the VU ADMINISTRATOR or the address to which internal accounting reports should be mailed.

**PROGRAM INCOME:** For Federal grants and contracts, indicate if program income is anticipated during the project. Program income represents gross income earned, such as income from sales of goods and services or usage or rental fees.

### **INDIRECT COST: WAIVERS**

**FORCED WAIVER:** The portion of indirect costs, based on VU's federal negotiated rate, which a sponsor refuses to pay as a matter of written policy. These costs are considered part of VU's cost sharing. Indicate the dollar amount waived.

**VOLUNTARY WAIVER:** Any portion of indirect costs which VU is entitled to receive (based on VU's federal negotiated indirect cost rate), but is being waived by the VU school. This practice is discouraged and will require additional review and approval by the Provost. If approved, these costs are considered part of VU's cost sharing. Indicate the dollar amount waived.

### **PAGE 2 Instructions**

**SECTIONS A & B:** Please note that salaries budgeted on this page are lump sum for each category of personnel. Individual salary detail is to be provided on Page 3.

Use of an indirect cost rate on the Sponsor's share of the budget that is less than the approved Federal negotiated rate must be recognized as an indirect cost "waiver" on Page 1.

**ACCOUNT NAMES & NUMBERS:** Use account names and numbers provided and periodically updated by the Office of Contract and Grant Accounting.

**SCHOOL BREAKDOWNS:** When more than one school is involved in the distribution of indirect costs or cost-shared indirect costs, please place the initials of the school to which the distribution is to be made in the box above the distributed amount, e.g. "School 2 GPC" would indicate that Peabody College should be credited with the distribution.