Preparation of FY(current) Institution Funds Proposals

DEPARTMENT PROPOSAL FORMS

All proposals should be completed using the format contained in the attached template. Each proposal should contain the following:

1. Proposal number and date prepared. Please place an X in the space provided to indicate Federal or Trust. If funds could be provided by either Federal or Trust, choose one and indicate with an asterisk that either is possible. (Sample: FEDERAL__X__ TRUST_____ EITHER_____)

2. Name of department.

3. Names of department managers and sub-department managers, where relevant.

4. Totals for funds allocated for this fiscal year, and expended year to date (both to be provided by the Financial Management Department); and totals proposed for next fiscal year.

5. Supporting detail for each funding request. Include justification for each new request. Those object classes for which no funds are requested should be deleted, but the line item number for each request must be identical to the corresponding column number of the Summary spreadsheets.

Numbers for proposals must begin with FYAB, where "AB" denotes the fiscal year, and be followed by the department's identifying letters and then by the proposal number. (Example: The first Financial Management Department proposal in fiscal year 2000 would be "FY00CO1").

There should be one Federal and one Trust proposal for each department, sub-department, and cost center. Total anticipated costs for Federal personnel should be included with each Federal proposal save for the effects of promotions, quality increases, and cash awards. These anticipated costs will be provided by the Financial Management Department.

Each department should also submit one Summary form which should contain:

1. Department name.

2. Proposal number for each proposal.

3. Cost data for each proposal, accumulated at the Total Budget Category level.

The Federal proposals should be listed first, followed by the Trust proposals.

These summary forms should be completed using the format included in the following template.
S M I T H S O N I A N I N S T I T U T I O N   F U N D S

DEPARTMENT PROPOSAL FORM

Date: __ / __

FEDERAL____ TRUST____ EITHER____

Proposal No. FYAB __

DEPARTMENT NAME:

DEPARTMENT MANAGER: SUBDEPT. MANAGER(S):

<table>
<thead>
<tr>
<th></th>
<th>FY (prior)</th>
<th>FY (prior)</th>
<th>FY (current)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOCATION</td>
<td>EXPENDED</td>
<td>THRU (DATE)</td>
<td>REQUESTED</td>
</tr>
<tr>
<td>1. CURRENT PERSONNEL</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2. NEW PERSONNEL</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. CENTRAL ENG. SERVICES</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4. TRAVEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. OTHER SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. MATERIALS AND SUPPLIES</td>
<td></td>
<td></td>
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<tr>
<td>7. LABORATORY EQUIPMENT</td>
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<tr>
<td>8. COMPUTER EQUIPMENT</td>
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</tr>
<tr>
<td>9. NON-RESEARCH EQUIPMENT</td>
<td></td>
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<tr>
<td>TOTALS</td>
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</tbody>
</table>
SUPPORTING DETAIL (List each category's items in priority order)

1. CURRENT PERSONNEL (List total anticipated costs only)  
   - Name  
   - Position  
   - Supervisor  
   - Gr/St  
   - Hours  
   - Cost

2. PROPOSED NEW PERSONNEL
   - Name  
   - Position  
   - Supervisor  
   - Gr/St  
   - Hours  
   - Salary and Benefits

3. CENTRAL ENGINEERING SERVICES
   - Name  
   - Position  
   - Supervisor  
   - Hours  
   - Salary and Burden

4. TRAVEL (Lump trips where appropriate, e.g. to SI, please separate domestic and foreign trips.)
   - Name  
   - Destination  
   - Purpose  
   - Cost
5. OTHER SERVICES  (Include costs for transportation of things, rental of equipment, and postage. Add relevant object class number when not 250.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>

6. MATERIALS AND SUPPLIES  (If requesting HCO stockroom supplies, please list cost separately. Add relevant object class code when not 260.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>
7. LABORATORY EQUIPMENT (Add relevant object classes.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>

8. COMPUTER EQUIPMENT (Add relevant object classes.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>

9. NON-RESEARCH EQUIPMENT (Add relevant object classes.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
</table>