

**COE/OER Capital Needs Form**

**This form must be completed before scheduling a proposal upload or contract submission.**

The purpose of this form is to acquire information regarding **expected supports needed for grants and contracts that are above and beyond the typical supports of the PI's daily faculty-related activities but not included in the budget and to determine if there are unique characteristics associated with the project's budget.**

**IDC rate or administrative fee published by the funding agency: \_\_\_\_\_%**

**If IDC is 0%, please expect follow-up consultation with the associate dean and/or dean.**

(Working) Proposal Title: \_\_\_\_\_

PI Name: \_\_\_\_\_ UF Co-PI Name/Unit: \_\_\_\_\_

UF Co-PI Name/Unit: \_\_\_\_\_ UF Co-PI Name/Unit: \_\_\_\_\_

Additional PI or Co-PI Name/University/Department or Unit: \_\_\_\_\_

Funding Agency: \_\_\_\_\_ Competition Title: \_\_\_\_\_

CDA # Goal/Mechanism (if applicable): \_\_\_\_\_ Proposal Deadline: \_\_\_\_\_

Does your grant or contract have matching requirements? (yes/no): \_\_\_ If "yes," what are your anticipated source(s) of match?: \_\_\_\_\_

**All expenses such as those listed below should be included in the proposal budget if needed for the project and allowed by the funding agency unless otherwise negotiated with the school, college, or university.**

**Personnel/Human Resources**

Project Director, Coordinator, or Manager  
Graduate Assistant(s)  
Consultant(s) (e.g., experts in field)  
Receptionist/Secretary

Post-Doc(s)  
Methodologist/Statistician  
Transcriptionist  
Post-award Management (e.g. Fiscal Assistant)  
External Evaluator

**Communications**

Postage  
Phone Conference Lines

**Physical Plant Resources**

Secured Data Cabinet  
Storage Space  
Training Sites

**Consultant/Participant Support**

Travel  
Stipends (e.g., for participants)  
Materials (e.g., books for training)

**Research Team Support**

Travel  
Office Supplies

Do you expect to have assigned office space for the project in the COE? (yes/no): \_\_\_\_\_

**Support for technology (beyond the typical) required for the project should be included in the budget if allowed by the funding agency. Contact E-Learning, Technology, and Creative Services (ETC), Distance Education (DE), or Information Technology (IT) to determine applicable costs to the project budget.**

**Check all that apply and specify where indicated**

Technology Resources	Needed for the Project	Included in Proposal Budget
Data Collection Tools (e.g., digital recorder)		
Hardware (e.g., computer, laptop, printer)		
Instructional Technology Support		
Server/Back-up/Data Storage		
Software (e.g., for data analysis package)		
Video-conferencing (e.g., Elluminate)		
Videography, Video Production, Streaming server		
Webmaster (for development/management)		
Other:		

**The Office of Research strongly recommends that proposals be submitted to the Division of Sponsored Programs (DSP) at least 2 business days prior to the sponsor's published deadline**

Sign Here: \_\_\_\_\_

*Type name here to sign.*

To save your responses, please save this document as **YOUR NAME-OER CAP NEEDS**

Revised 6.4.18