



Chemical Security Engagement Program  
of the U.S. Department of State



U.S. Civilian Research &  
Development Foundation



Himpunan Kimia Indonesia  
Indonesian Chemical Society

## DRAFT

Websites: <http://www.csp-state.net/>  
<http://www.crdf.org>  
<http://www.kimiawan.org/>

E-mail for proposal submissions: [submissions@csp-state.net](mailto:submissions@csp-state.net)

### *Indonesia Chemical Research Grant Competition*

#### **I. Introduction and Scope**

The Chemical Security Engagement Program of the U.S. Department of State, in cooperation with Himpunan Kimia Indonesia and the U.S. Civilian Research and Development Foundation, announces the **Indonesia Chemical Research Grant Competition**.

The purpose of this grant competition is to provide support to Indonesian university chemists through individual grants that establish partnerships and collaboration with U.S. chemists. In addition to grant funding, awardees will be paired with a U.S. researcher-mentor who will provide guidance on the overall progress of the project and its research.

**The Indonesia Chemical Research Grant Competition** offers chemical researchers at Indonesian universities an opportunity to:

- Foster partnership with international experts
- Consult with a U.S. colleague in a relevant field and receive feedback on the overall progress of the project.
- Advance research in the field of chemistry
- Engage with the U.S. scientific community

The maximum award amount is \$40,000. Funding for this program is being provided by the U.S. Department of State Chemical Security Engagement program.

**The Chemical Security Engagement Program (CSP) of the U.S. Department of State** works to reduce the risk of chemical threats by collaborating with partner governments, national and international chemical organizations, and chemical professionals to raise awareness about chemical security and safety, consistent with national and international guidelines, norms and requirements. CSP works with local chemical organizations and universities to facilitate collaboration between chemical professionals worldwide and is particularly interested in funding collaborations that can improve laboratory safety and security. Further information on CSP can be found at [www.csp-state.net](http://www.csp-state.net).

**U.S. Civilian Research & Development Foundation (CRDF)** is a private, nonprofit organization created by the United States government in 1995 to promote international scientific and technical collaboration. This unique public-private partnership promotes international scientific and technical collaboration through grants, technical resources, and training. Further information on CRDF can be found at <http://www.crdf.org>.

**Himpunan Kimia Indonesia (HKI) (Indonesian Chemical Society)** is an independent, nonprofit organization founded in February 1962 to facilitate communication among Indonesian chemists and other professionals from chemistry related fields, and to promote the advancement of science, education, and application of chemistry to support the better life of mankind. Further information on HKI can be found at <http://www.kimiawan.org>.



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## II. **Program Guidelines**

### A. **Amounts/Grant Period**

The grant competition is highly competitive. Up to three (3) grants of up to US\$40,000 each will be awarded through this competition. Grant will be awarded for one year of research and development.

### B. **Schedule**

**All proposals must be submitted via email as attachments to: [submissions@csp-state.net](mailto:submissions@csp-state.net)**

Proposals will be accepted according to the following schedule:

CRDF Competition Proposal Deadline	Eligible General Scientific Areas	Notification of Finalists
<p style="text-align: center;"><b>May 1, 2010</b> 11:59 pm (23:59) Eastern Standard Time</p>	<p><b>All proposals MUST fall under the subjects of the chemical sciences. Proposals may fall within, <u>but are not limited to</u>, the following areas:</b></p> <ul style="list-style-type: none"> <li>• Natural Products Chemistry</li> <li>• Nanochemistry and Materials Chemistry</li> <li>• Theory, Models and Computational Methods</li> <li>• Chemical Synthesis</li> <li>• Pharmaceutical Chemistry and Drug Design</li> <li>• Solution Chemistry</li> <li>• Latest Developments in Water Research</li> <li>• Environmental and Analytical Chemistry</li> <li>• Educational Chemistry               <ul style="list-style-type: none"> <li>• Chemical Security and Safety Training</li> <li>• Chemical Security and Safety curriculum development</li> </ul> </li> <li>• Chemical Management and Inventory</li> <li>• Chemistry of Life processes</li> <li>• Electrochemistry</li> <li>• Renewable Energy</li> </ul>	<p style="text-align: center;"><b>August 31, 2010</b></p>

Please see instructions below for details on eligibility and submission requirements.

**C. Special Consideration.** The primary factor that will determine a proposal's fundability is scientific merit followed by the other criteria laid out in Section II.G. However:

Special consideration will be given to:

- Projects from universities outside Jakarta
- Projects that focus on improving chemical safety and involve security best practices in laboratories



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**D. Eligibility.** Eligible proposals should fall within the field of the chemical sciences.

Applicants are strongly encouraged to contact CRDF Program Assistant Angela Kolesnikova at [akolesnikova@crdf.org](mailto:akolesnikova@crdf.org) if they are unsure whether their research topic is eligible for this competition.

Each proposal must meet each of the following eligibility criteria:

1. Each proposal submitted to CRDF must have an **Indonesian Principal Investigator**, coordinating all project participants and institutions.
2. Each Principal Investigator must:
  - a. Demonstrate that they are a faculty member at an Indonesian academic institution, lead a research group or research effort, or possess the equivalent research experience.
  - b. Work full-time in a civilian research environment.
3. The Indonesian Principal Investigator must be a citizen and permanent resident of Indonesia. All Indonesian participants must reside in Indonesia for the majority of the grant period.
4. All projects must be oriented toward non-military objectives and must be carried out in a civilian research environment.
5. Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of, other proposals submitted to this program.
6. CRDF reserves the right to restrict the participation of any individual or institution in its programs. CRDF complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

**E. General Proposal Submission Instructions.** All proposals must be submitted electronically, as attachments, to the following email:

**[submissions@csp-state.net](mailto:submissions@csp-state.net)**

Proposals should be submitted only ONE time and by only ONE Principal Investigator on the project.

**F. Review of Proposals.** All proposals will be screened for eligibility and completeness upon receipt by CRDF. Scientific merit review will be performed by expert panels. The panels will use the evaluation criteria described below in Section II.G to reach their funding recommendations.

All awards are subject to the availability of funding from the U.S. Department of State. All CRDF decisions are final.

**G. Evaluation Criteria.** CRDF panels and external reviewers utilize the following criteria in the evaluation of proposals for this program.

1. **Technical Merit:** Whether the project proposes innovative methods and how well the individual elements of the research plan fit with the overall project goals.
2. **Research Plan:** The technical soundness of the proposed work, practicality of the project's management plan, and adequacy of the resources available, both technical and financial.



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- 3. Impact:** The probability that the project will result in new knowledge or have impact on one or more fields, and the potential that the project processes or results will serve as the basis for new or improved technology.

## H. Proposal Contents.

Each proposal must include all of the following elements. Only applications that include this information will be considered eligible and complete for review. All proposals should be typed, single-spaced, in English, with pages numbered consecutively in the upper right corner. Proposals should also use Arial font with font size of no less than 10 points.

Applicants are required to use the electronic application templates provided at the end of this Program Announcement. Prior to submission, please refer to the **Checklist of Documents Required for Proposal Submission** located at the bottom of Section III.

- 1. Cover Sheet (Form A).** The cover sheet includes basic information about the proposal and the Principal Investigator.
- 2. Abstract.** In one concise paragraph, summarize all relevant aspects of the project, with special attention to its objectives, methods, and potential results.
- 3. Project Narrative.** Describe:
  - a. The research problem;
  - b. How the proposal compares to current research conducted in the given research area;
  - c. Project's main objectives in order of priority for the proposed research;
  - d. Specific and measurable outcomes of the project;
  - e. Research methodology;
  - f. Project schedule/timeline.
- 4. Personnel Data (Form B).** Please fill this form out for each participant on the team, including researchers/engineers, technical/scientific support staff, graduate and undergraduate students, administrative/clerical support staff.

Form B is for additional team personnel only; the Principal Investigators do not need to complete Form B with their own information. Please copy this page as necessary, but also note that two Form Bs can be combined on a single page. All information provided in Form B must be written in English.

- 5. Budget (Form C).** A complete budget must be submitted using the Form C template. Applicants should submit one budget (Form C) for the entire award period. Applicants should refer to the "Budget Guidelines" in Appendix 2 for information to be listed in the budget.
- 6. Budget Narrative.** A separate sheet explaining all budget items in detail must follow the Budget (Form C). This sheet should be clearly marked "Budget Narrative." Applicants should refer to the "Allowable Costs" in Section II.J and the "Budget Guidelines" in Appendix 2 for information that should be described in detail in the Budget Narrative. Requested equipment items with a value of over \$1,000 must be explained in the Budget Narrative.
- 7. Indonesian Principal Investigator and Other Team Members' Curriculum Vitae.** The proposal must contain a *curriculum vitae*. It should include the individual's name, title, educational background, current and previous institutional affiliations with dates, area of expertise, list of publications.



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**I. Intellectual Property.** CRDF makes no claim to intellectual property rights under any award. CRDF's primary interest is that intellectual property rights be equitably allocated. The Indonesian parties should be familiar with, and abide by the laws regarding intellectual property in their respective countries, including regulations regarding grants for research projects.

**J. Allowable Costs.** CRDF awards average approximately \$40,000 over a one-year period. No proposal requesting more than \$40,000 will be considered by CRDF. ***In case of an award, the project budget may be subject to revision by CRDF staff.***

The following costs are permitted under CRDF guidelines for this program:

1. Allowable expenses include:

**a. Labor costs.** CRDF will reimburse project participants for labor costs associated with work on the project based on the current salaries of the participants at their institutions. Labor expenses will be based on actual hours worked on the project as documented to CRDF through participant timesheets.

**b. Equipment, Supplies and Services.** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other materials to be used in the research. Any requested item of equipment valued at more than \$1,000 must be specifically described and justified in the Budget Narrative.

**c. Travel.** Transportation and per diem support for travel of Indonesian personnel in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used for domestic travel within Indonesia. Limited support is also available for travel to international scientific meetings. The following cost guidelines should be used in preparing the budget:

1. **International Transportation.** CRDF-supported travelers must purchase the lowest-cost applicable round-trip airfare from Indonesia. Travelers must comply with the provisions of the Fly America Act. For more information, please see [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=291723](http://www.crdf.org/policies/policies_show.htm?doc_id=291723).

2. **Travel Allowances.** Applicants should refer to CRDF International Travel Allowances when preparing their travel budget. These allowances can be found on the CRDF website at <http://www.crdf.org/policies/>. These allowances cover lodging, meals, and incidental expenses. Health insurance is mandatory for all travel under CRDF awards and should be included in the proposal budget in addition to the travel allowance. Visa fees are allowable expenses and may be included in the proposal budget.

**d. Secondary Collaborators.** Secondary collaborators are institutions other than the Indonesian principal institutions that will participate in the proposed project and receive support under a CRDF award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must be citizens of and located in Indonesia.

**e. Institutional Support.** Indonesian grantees can include in their budgets an allowance for institutional costs of 10% of the total Indonesian team expenses. Institutional support is optional.

**f. Administrative Superiors.** An "Administrative Superior" is defined as an individual who has direct administrative authority over the Project Director/Principal Investigator, and who works within the same division, laboratory, or unit as the Project Director/Principal Investigator. CRDF discourages the inclusion of an administrative superior in a proposal in any role for which individual



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financial support is requested. For authorization to include an administrative superior in a project, please see CRDF's guidelines at [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=311224](http://www.crdf.org/policies/policies_show.htm?doc_id=311224).

**K. Conflict of Interest.** CRDF requires that all Project Directors/Principal Investigators and Principal Institutions adhere to the highest ethical standards in all matters related to CRDF awards. CRDF Conflict of Interest Guidelines are further outlined at [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=296472](http://www.crdf.org/policies/policies_show.htm?doc_id=296472).

**L. Confidentiality.** CRDF will treat all proposals as confidential material and will require all panelists and reviewers to respect the confidentiality of proposals. However, proposal authors should be aware that successful proposals will be treated as public information. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such at the top and bottom of the applicable page of the proposal. Such passages will be withheld from public distribution if the proposal is successful.

**M. Proposal Documentation and Special Requirements.** Additional proposal documentation and special certifications may be required for proposals that contain any of the following elements:

- a. Cost-sharing and in kind contribution (See Appendix 3);

#### **N. Contact Information**

For questions about the electronic proposal submission process, or for further information about this program, please contact the CRDF office below. **Inquiries by e-mail are strongly encouraged and will result in prompt response.**

##### **UNITED STATES**

U.S. Civilian Research & Development Foundation (CRDF)  
Angela Kolesnikova  
1530 Wilson Boulevard, 3<sup>rd</sup> Floor  
Arlington, Virginia 22209  
Telephone: 703-526-9720  
Fax: 703-526-9721  
Email: [akolesnikova@crdf.org](mailto:akolesnikova@crdf.org)

#### **CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

##### **REQUIREMENTS FOR ALL SUBMISSIONS**

- Cover Sheet (Form A)
- Project Abstract
- Project Narrative
- Indonesian Personnel Data (Form B)
- Budget (Form C)
- Budget Narrative
- Curriculum Vitae for each research team member

##### **SPECIAL REQUIREMENTS**

- Proposals with In-Kind contributions: Letter of Commitment from contributing Indonesian institution



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**Appendix 1 –  
List of General Scientific Areas and Sub-Disciplines**

**ALL Proposals must fall under the field of the chemical sciences. Proposals may fall within, but are not limited to, the following areas:**

- Natural Products Chemistry
- Nanochemistry and Materials Chemistry
- Theory, Models and Computational Methods
- Chemical Synthesis
- Pharmaceutical Chemistry and Drug Design
- Solution Chemistry
- Latest Developments in Water Research
- Environmental and Analytical Chemistry
- Educational Chemistry
  - Chemical Security and Safety Training
  - Chemical Security and Safety curriculum development
- Chemical Management and Inventory
- Chemistry of Life processes
- Electrochemistry
- Renewable Energy

## **Appendix 2**

### **Budget Guidelines**

#### **Overall**

No proposal requesting more than \$40,000 will be considered by CRDF

#### **Labor Costs**

- Labor costs should be calculated based on the current salaries of the participants at their institutions and the proposed hours.

#### **Equipment, Supplies and Services**

- All single items costing \$1,000 or more must be justified in the Budget Narrative.

#### **Institutional Support**

- Institutional Support is optional. It is calculated as up to 10% of the total Indonesian team expenses.
- The total amount of Indonesian institutional support requested for the entire award period may not exceed \$3,636.36.

#### **Travel**

- All Indonesian personnel must travel on the lowest-cost applicable round-trip airfare.
- Travelers must comply with the provisions of the Fly America Act. For more information, see [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=291723](http://www.crdf.org/policies/policies_show.htm?doc_id=291723).
- Domestic travel expenses for field work and other necessary project-related travel within Indonesia are allowed.
- Travel allowances for Indonesian personnel on research visits within the U.S. must follow the guidelines set forth at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)
- The maximum time abroad for any one CRDF-supported traveler is eight months over the course of an award. No single visit may exceed four months.

#### **Secondary collaborators**

- A separate budget justification must be included for each secondary collaborator in the Budget Narrative, describing the institution's technical capability, the budget allocations, and the contact name and information of the secondary collaborator's team leader.

**Appendix 3**  
**Instructions for Cost-Sharing and In-Kind Contributions**

**General Guidelines**

1. All cost-sharing must comply with the CRDF Cost-Sharing Guidelines. For complete guidelines and descriptions of cost-sharing types, please see the CRDF website at: [http://www.crdf.org/policies/policies\\_show.htm?doc\\_id=318877](http://www.crdf.org/policies/policies_show.htm?doc_id=318877)
2. CRDF strongly encourages cash and in-kind cost-sharing by participating institutional performers in all its activities.
3. All cost-sharing funds listed on the Budget (Form C), both current and pending, must be described fully in the Budget Narrative.



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## **INDONESIA CHEMICAL RESEARCH GRANT COMPETITION APPLICATION FORM**

### **Form A. COVER SHEET**

**i. Title of Research Project:**

**ii. Project Duration:**

**iii. Applicant Institution**

Institution Name	
Division or Department	
Title and Name of Head/Director Authorizing	
Town/City	
Country	
Postal Code	
Phone Number	
Fax Number	
Email Address	

**iv. Principal and Co-Investigators**

<b>Principal Investigator</b>	
Title and Position	
First Name	
Middle Names	
Last Name	
Institution	
Division or Department	
Hours per week working on project	

Address	
Phone Number	
Fax Number	
Email Address	
Highest Degree and Year Awarded	
Sex (Male or Female)	
Date of Birth (MM/DD/YY)	
Passport Number	

<b>Co-Investigator</b> (Please add additional copies of this page as necessary)	
Title and Position	
First Name (as it appears on your passport)	
Middle Names	
Last Name	
Institution	
Division or Department	
Hours per week working on project	
Address	
Phone Number	
Fax Number	
Email Address	
Highest Degree and Year Awarded	
Sex (Male or Female)	
Date of Birth (MM/DD/YY)	
Passport Number	

Number of project team participants who are HKI members: \_\_\_\_\_

Number of project team participants who plan to join HKI: \_\_\_\_\_

Number of project team participants who are members of \_\_\_\_\_  
other professional associations:

**v. Awareness of chemical security/safety practices**

- Conducting a training workshop
- Receiving training on laboratory chemical safety and/or security
- Teaching a course at a university
- Membership in Chemical Security Association
- Membership in safety-related professional associations (please specify)
- Advising industry on safety/security related issues
- No awareness

vi. **Summary of Resources Required for Project**

a. Summary of Number of Staff Requested

<b>Staff</b>	<b>Number of Staff Requested</b>
Investigators	
Research Assistants	
Technicians	
Others (specify below)	
Total	

b. Financial Resources Required

<b>Resource</b>	<b>Amount \$</b>
Staff	
Travel Expenses	
Materials and Supplies	
Testing Services	
Equipment	
Other Items (specify below)	
Sub-total	
Institutional Support (specify below)	
Total	

Please specify other items and institutional support here (if applicable):

**vii. Cost-Sharing/Support for This Project from Additional Sources**

Investigators Receiving Support				
Source of Support				
Title of Project				
Amount of Support	Cash		In-Kind	
Project Status	On-going		Completed (Date)	
How this Support Related to this Project Proposal				

Investigators Receiving Support				
Source of Support				
Title of Project				
Amount of Support	Cash		In-Kind	
Project Status	On-going		Completed (Date)	
How this Support Related to this Project Proposal				

**viii. Previous Support for Investigators – list support for previous projects received by any of the investigators**

Investigators Receiving Support				
Source of Support				
Title of Project				
ID Number of Project				
Amount of Support	Cash		In-Kind	
Project Status	On-going		Completed (Date)	
How this Support is Related to this Project Proposal				

Investigators Receiving Support				
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Source of Support				
Title of Project				
ID Number of Project				
Amount of Support	Cash		In-Kind	
Project Status	On-going		Completed (Date)	
How this Support is Related to this Project Proposal				

Investigators Receiving Support				
Source of Support				
Title of Project				
ID Number of Project				
Amount of Support	Cash		In-Kind	
Project Status	On-going		Completed (Date)	
How this Support is Related to this Project Proposal				

**ix. Number of links and collaborations with international scientists established during previous joint research projects/partnerships/exchanges.**

- Joint presentations at conferences
- Visiting a U.S. lab
- Corresponding with U.S. scientist(s) via e-mail in the area of professional interests
- Hosting a U.S. scientist at your home university
- Attendance of international meetings/conferences
- No previous collaboration

Please specify countries and regions of collaboration (if applicable):

## PROJECT ABSTRACT

i. **Title of Research Project**

ii. **Abstract** – In brief, summarize the proposed research,/project objectives, methodology, and expected outcome (up to 400 words).



**PROJECT NARRATIVE** (Entire narrative not to exceed 5 pages) – **Please type your answer in the text box.**

**i. Introduction and Statement of the Problem/Project** - Provide a succinct introduction to the proposal subject area, the relevance and nature of the problem to be addressed by the project and anticipated benefits of the project.

**ii. Literature Review and Analysis of Related Work** – Critically analyze relevant and recent technical literature with a point of view of defining what has been done and what is needed. Based on the literature review, define the problem, establish its relevance, state the specific needs that could be fulfilled by the proposed project, and establish the significance and potential contributions of this project to the field.

**iii. Goals and Objectives** – State the main goal(s) for the proposed research. Provide concrete research objectives that will fulfill the project goal(s).

**iv. Expected Outcome** - Provide specific and measurable anticipated outcomes of the project (for example, training held, standard operating procedures adopted, # of students/staff who will benefit from the project, etc.).

**v. Research Methodology**

a. Please provide a detailed description of the proposed research, based on the research objectives stated above. Describe the proposed research strategy for each objective in detail.

b. Please provide detailed experimental designs and procedures.

c. Research team – Describe how the individual and combined competencies of the research team will enable the project to be carried out?

**vi. Project Schedule**

Include a clearly defined project timeline (up to two years), noting all project tasks and objectives to be accomplished during each quarter.

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**Form B. Personnel Data** (Please add additional copies of this page as necessary)

<b>Staff</b>	
Title and Position	
First Name	
Middle Names	
Last Name	
Institution	
Division or Department	
Role on Project (Chose one: Researcher, Technician, Student, Administrative Support)	
Hours per week working on project	
Address	
Phone Number	
Fax Number	
Email Address	
Highest Degree and Year Awarded	
Sex (Male or Female)	
Date of Birth (MM, DD, YYYY)	
Passport Number:	
CV attached:	



**Form C. Project Budget** (Complete the following tables)

a. Research staff requirements

Research Position	Number of Staff (No.)	Monthly Rate in \$ (MR)	Duration of Involvement in Months (DOI)	% Full Time	Total Cost (No x MR x DOI x%)
<b>Total Staff \$</b>					

b. Travel

To	From	Purpose of Travel	Days	Ticket \$	Daily Lodging \$	Other \$	Total Cost \$
<b>Total Travel Cost \$</b>							

c. Materials and Supplies

Description	Quantity	Unit (kg, pack, etc.)	Unit Price \$
<b>Total Cost \$</b>			

d. Equipment

Description	Country of Manufacture	Number	Basic Price \$	Import Duty \$	Tax \$	Total \$
<b>Equipment Total Cost \$</b>						

e. Facilities/Services

Description	Proposed Usage	Cost \$
<b>Facilities/Services Total Cost \$</b>		

**SECONDARY COLLABORATORS (if applicable)**

f. Research staff requirements

Research Position	Number of Staff (No.)	Monthly Rate in \$ (MR)	Duration of Involvement in Months (DOI)	% Full Time	Total Cost (No x MR x DOI x%)
<b>Total Staff \$</b>					

g. Travel

To	From	Purpose of Travel	Days	Ticket \$	Daily Lodging \$	Other \$	Total Cost \$
<b>Total Travel Cost \$</b>							

i. Materials and Supplies

Description	Quantity	Unit (kg, pack, etc.)	Unit Price \$
<b>Total Cost \$</b>			

j. Equipment

Description	Country of Manufacture	Number	Basic Price \$	Import Duty \$	Tax \$	Total \$
<b>Equipment Total Cost \$</b>						

k. Facilities/Services

Description	Proposed Usage	Cost \$
<b>Facilities/Services Total Cost \$</b>		

**Budget Narrative** (Please describe and justify project labor costs, travel expenses and all equipment purchases)

a. Labor Costs

b. Travel Expenses

c. Equipment Purchases (all items with a value over \$1,000)