

### Preliminary Research Worksheet

Item	Workspace
1. Brief statement of need (What is the problem; why is it important; where will the project take place?)	
2. General objectives (What do you intend to do about the problem?)	
3. Basic methods (How will you do it? Examples: workshops, counseling, survey and job training.)	
4. Major budget items (What will you spend money on? Examples: personnel, equipment, capital support, operating cost, contracting and scholarship.)	
5. Total amount requested	

## Budget Summary

Items	Amount Request	Amount Donated	Total Project
<b>1. Personnel</b>			
a. Salaries and wages (list each separately)			
b. Fringe benefits (health, vacation, sick leave, worker's compensation)			
c. Contractual services (consultant, accountant)			
<b>2. Nonpersonnel</b>			
a. Space costs (office rent, janitorial services, utilities)			
b. Equipment/Materials (purchase, rental or leased)			
c. Consumable supplies (desktop supplies, paper)			
d. Travel (mileage, out-of-state trips)			
e. Telephone (installation, rental, calls)			
f. Other cost (postage, insurance, conferences, etc.)			
<b>Total</b>			