

Instructions for Completing Form 3

This Form is to be used for Institute/Center Proposals and for Annual Reports.

General Information

I/C Code: Leave blank. DCF staff will complete.

I/C Name: List the name of the Institute/Center as it appears (will appear) in official documents.

Prepared By: Provide the name and title of the individual completing this form.

Date: List the date on which this form was prepared.

Telephone: List the telephone number of the individual preparing the form.

Estimated Expenditures for the Institute/Center

- For a proposal, report the estimated expenditures for the first fiscal year in which the proposed Institute/Center will be in operation. For an annual report, indicate the estimated expenditures for the fiscal year following the fiscal year for which actual expenditures are reported. Include any funds that will be expended out of other University or State University System units. Overhead should be reported only if it is an indirect cost expended directly out of the Institute/Center budget.
- **Budgetary Unit:** Specify if Institute/Center funds pertain to University E&G, UF's IFAS, or UF's Health Science Center. If funds come from more than one of these categories—e.g., IFAS and E&G—**complete a separate form for each.**
- Specify all estimated expenditures (Salaries & Benefits, Other Personal Services, Expenses, Operating Capital Outlay, and Total Estimated Expenditures) that will come from each of the following budget categories:
 - **SUS Appropriated Funds**
 - **Contracts & Grants**
 - **Fees for Services** (Auxiliary)
 - **Private & Other** (Gifts, Donations, Endowments - Specify)

Salaries & Benefits: List estimated expenditures to be reported under PeopleSoft accounts 600000 - 649999 (**Faculty; TEAMS; University Support Personnel Services**).

Other Personal Services: List estimated expenditures to be reported under PeopleSoft accounts 650000 - 699999. Break out OPS expenditures as either **OPS-Housestaff** (applies to Medical Housestaff at UF), **OPS-Graduate Assistants**, or **OPS-Other**.

Expenses: List estimated expenditures to be reported under PeopleSoft accounts 700000 - 749999.

Operating Capital Outlay: List estimated expenditures to be reported under PeopleSoft accounts 780000 – 789999.

Total Estimated Expenditures: Sum each column under each budget category.

Positions and Rate

- List all proposed positions in personyears. To determine personyears, divide the number of months a position is contracted to work by 12 months and then multiply by the FTE. For example:
 - One full-time 12-month position equals 1.00 personyear (12-month contract/12 months * 1.00 FTE = 1.00 personyear).
 - One full-time 9-month position equals .75 personyear (9-month contract/12 months * 1.00 FTE = .75 personyear).
 - One half-time 9-month position equals .375 personyear (9-month contract/12 months * .50 FTE = .375 personyear).
- Faculty Positions:** List the number of proposed Faculty personyears to be allocated to the Institute/Center from each budget category (SUS Appropriations; Contracts & Grants; Fees for Services; Private & Other; and Total).
- TEAMS and USPS Positions:** List the number of proposed Other non-OPS personyears to be allocated to the Inst./Ctr. from each budget category.
- Total Positions:** List the Total number of proposed personyears to be allocated to the Institute/Center from each budget category.

Sum of Salary Rates Associated with Institute/Center Positions

- Rate is the base salary for a position on an annualized basis. Benefits are not included. Include rate for any vacant positions.

Sum of Salary Rates for These Faculty Positions: Sum the salary rates associated with all proposed Faculty positions.

Sum of Salary Rates for These TEAMS and USPS Positions: Sum the salary rates associated with all proposed TEAMS and USPS positions.

Sum of Salary Rates for Faculty, TEAMS, and USPS Positions: Total the sums from the previous two.