

Appendix B REQUEST FOR ESTABLISHMENT OF A PROGRAM INCOME BUDGET

Program income is generally defined as: gross income earned that is directly generated by a sponsored activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under the award, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. (OMB A-110) **(Note:** Generally there is an exemption from reporting on program income from license fees and royalties on patents and copyrights. Check your award or sponsor terms & conditions to determine if this revenue is considered program income.)

Please provide the following information:

1. Parent budget number _____ Begin date _____ End date _____

2. PI name _____

3. Other identifying information: eGC1 # _____ Grant # _____

4. Anticipated start date for generating revenue. _____

5. Proposed budget begin date _____ End Date _____

6. Approximate annual level of income \$ _____

7. Is the product or service available from private sources? Yes ___ No ___

8. Purpose or proposed use of the income

9. How have the rate(s) to be charged been determined?

- a. Conference budget
- b. Sponsor mandated
- c. Department's rate study
- d. Other, _____

10. Does the sponsor of the parent budget place any restrictions on the generation of Program Income? Yes No

a. If Yes, please describe the restrictions

11. Briefly describe the nature of the activity that will generate revenue. (E.g. conference registration fees, sale of written or audio/video material, analytical services, sale of specimens, etc.)

Submitted by _____ Contact information _____

Approved by _____ Date _____ (PI or other authorized official) Submit this form to your GCA Team.