

**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.