**A. SENIOR/KEY PERSONNEL**

**Describe and justify personnel information for each position budgeted by providing a brief description of each individual’s responsibility on the project. Including the following information for each position:**

* **Name**
* **Degree(s)**
* **Title/Role on project**
* **Time Commitment**
* **Duties and responsibilities in relation to the project goals and objectives**

Examples:

Jane Doe, Ph.D., Principal Investigator (2.5 Calendar months). Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the study. This includes hiring, training, and supervising staff/students; recruiting study participants; coordinating treatment and assessment components; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting the study’s findings.

Suzan Raines, Ph.D., Co-Investigator (0.8 Calendar Months). Dr. Raines will be responsible for the collection and analyses of the fecal materials. She will also assist in manuscript preparation.

**B. OTHER PERSONNEL**

TBA Post-Doctoral Associate (11.4 Calendar Months).

Example: This individual will coordinate the day-to-day management of the study, assist in assessments, be responsible for data entry of all treatment-related data (i.e., scheduling and conducting weights, attendance, self-monitoring), and serve as an interventionist.

***It is generally expected that Postdocs will spend time applying for funding and performing tasks outside of their committed project time. As such, the total committed effort on Sponsored Projects for postdocs should not exceed 95%. However, we understand there are exceptions to this rule; therefore, any PI who wishes to have a Postdoc committed on their project(s) at higher than 95% will be asked to complete the Postdoc Waiver Request Form at the time of award in order to document an allowable exception to this rule.***

TBA Project Coordinator (6.0 Calendar Months).

Example: This individual will assist with recruitment, assessments, and serve as an interventionist. Additionally, this person will aid with preliminary data analyses and manuscript preparation. It is anticipated that this individual would start with 1-year of previous experience.

TBA Research Assistant (12 Calendar Months).

Example: This individual will assist with recruitment, ordering supplies and intervention materials, assessments, collection of dietary data, daily management of study data, and scoring and data entry of assessments.

***Teaching Assistants (TA) cannot be paid on sponsored research projects. For inclusion on a proposal budget, graduate students should be listed as Graduate Research Assistants and if the student is currently employed as a TA they can indicate their name as long as the RA appointment is equal to or less than the TA appointment.***

***A stipend is not considered compensation for the services expected as an employee and should not be included here. A stipend is a payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for living expenses during the period of training.***

**Salary is escalated at 3% annually.**

**Fringe Benefits**

**The HSC fringe benefit rate is 23% for faculty, 33% for staff and 8.65% for student and part-time employees. Pooled average fringe benefit rates are used at the proposal stage. Actuals rates are charged at the time of award.**