

To be submitted with the grant or contract proposal

Proposal Title: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Proposal Amount: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Personnel to be covered under provisions of the Plan**

Name	Total Salary Paid By this Grant/ Contract	% of current Salary	Tentative Dates of Coverage
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Includes faculty salaries in budget  Yes  No

Facilities & Administrative (F & A/indirects) rates used:

19% of Total Federal (23.456% of total direct)

28% of Modified Total Direct

Other (Specify and attach justification)

Submitted: \_\_\_\_\_  
Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Reviewed: \_\_\_\_\_  
Grants Officer \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Department/Unit head; Section Leader; Staff Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Associate Director, District Director or State Leader \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Associate Vice President for Agriculture - Extension \_\_\_\_\_ Date \_\_\_\_\_

*Signed Copies of this form and the Internal Grant Approval Form (FINANCE-312) should be included in all internal copies of the grant application/grant when distributed.*

*Once all approvals have been signed, you should keep a copy for your records, and the original FINANCE-311 form should be retained by the Payroll and Position Control Manager in Financial Services for payment at the end of the year.*

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