

## Index Request Form

To be used to request a new index (or indexes) for an existing grant code.

Submit to [postaward@uidaho.edu](mailto:postaward@uidaho.edu) after completion.

Please provide a breakdown by UI budget category, for each new index for the existing project. Submit this table for each index requested. Note that new subawards will need their own index and the only costs included in a subaward index request should be category 31 and the applicable UI F&A to category 60.

Grant Code: \_\_\_\_\_ Index to take these funds from: \_\_\_\_\_

Describe what category(ies) the funds for this new index are to come from, in the above grant code:

**ORG # (3 digit) for this new index if different from the primary index org #:**

**Title keyword(s) suggestion (e.g. Integrated Design –PI LAST NAME):**

10 - Salary	
11- Fringe	
12- Irregular Help (Temp Help)	
20- Travel	
30 – Other Expenses (not participant support)	
31- Subawards ( <b>see notes above</b> )	
32 – <a href="#">Participant Support</a> (click for details)	
40- Capital Equipment over \$5000	
45 – Equipment less than \$5000	
50 - Reserve	
60 – Indirect costs (overhead, F&A)	
70 – Tuition and Fees	
Total for this index:	

Notes (including activity and location if needed):