QEP Expense Summary Report

Instructions to QEP grant PIs and Business Administrators: At the end of your QEP funded course or project period, please answer the following questions. Please submit completed report to Dr. Veronique Tran at [discovery@uh.edu](mailto:discovery@uh.edu) by August 1. [Place cursor after each blue line marker and begin typing your response.]

PI Name: \_\_

Business Administrator Name: \_\_

Department: \_\_

College: \_\_

Local Cost Center(s): \_\_

Total Award Amount: \_\_

Project Start Date: \_\_  
  
Project End Date: \_\_

1. Specify the original budget and actual expenses.

***QEP Categories*  *Budget Actual***

|  |  |  |
| --- | --- | --- |
| **PI/Co-PI Salary Support** | \_\_ | \_\_ |
| **Graduate Assistants** | \_\_ | \_\_ |
| **Undergraduate Assistants** | \_\_ | \_\_ |
| **Partnership Support** | \_\_ | \_\_ |
| **Technical Resources** | \_\_ | \_\_ |
| **Course Materials** | \_\_ | \_\_ |
| **Other Costs** | \_\_ | \_\_ |
| **Total** | \_\_ | \_\_ |

2. Summarize the nature of the expenses for each category.

* **PI/Co-PI Salary Support.** Specify names of PI(s) supported and what role they played in the project.

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* **Graduate Assistants.** Specify name and role of graduate assistants. Indicate whether graduate assistant was from another department/college.

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* **Undergraduate Assistants.** Specify Name and role of undergraduate assistants.

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* **Partnership Support.** Describe the role the on-campus or off-campus partner and specific activities or services they provided.

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* **Technical Resources.** Computer hardware, software, recording devices, and other equipment to support implementation.

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* **Course Materials.** Reusable course materials (i.e., references, books, collections, digital media, manuals, models)

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* **Other Costs.** Items not covered by categories above such as travel & honorarium. If expenses covered for guest speaker then specify name, title, institution and topic. If PI or Co-PI travel, then specify conference name, location, and dates.

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3. Additional Comments (if any).

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