

**LIFE SCIENCES DISCOVERY FUND**  
**INSTRUCTIONS – Resource/Expenditure Summary Form**

This form allows the LSDF Board of Trustees to efficiently understand all of the tangible resource commitments that will directly support and sustain the proposed research project/program.

Use the form to report all budget components of the work being proposed to LSDF. This form includes the LSDF requested budget and quantifies cash or in-kind commitments from other sources that will be applied to accomplish the proposed work.

This form is to be completed by the applicant organization only.

Prior to final submission, review the budget entries to ensure accuracy and cohesion with budget amounts provided in the detailed budget worksheets, narrative and justification sections of the proposal.

If you have questions, please contact LSDF at [grantsadmin@lsdfa.org](mailto:grantsadmin@lsdfa.org).

1. Enter Principal Investigator name, Applicant Organization name, and requested dates of LSDF budget support.
2. Enter the LSDF requested budget in column C, utilizing the budget categories provided. The LSDF budget total (cell C23/24) must match the cumulative total LSDF budget request from the detailed budget spreadsheets.
  - a. Other Expenses: enter the cumulative amount requested for all other expenses in cell C19. List and specify the costs for each other expense in Rows 29-34.
  - b. Co-applicants (subcontracts): enter the cumulative amount requested for all participating co-applicants in cell C20. List each co-applicant and specify the total costs for each co-applicant in Rows 38-43.
3. Enter the commitments being provided by the Applicant Organization in column D.
  - a. Cell D8 auto-populates with the Resource Provider type as “Applicant Organization.”
  - b. Cell D9 auto-populates with the name of the Applicant Organization.
  - c. Enter the name of the organization who will receive the commitment from the Applicant Organization in cell D10; if the applicant organization is making a cash or in-kind commitment to the proposal, list the recipient as “Applicant Organization”.
  - d. Enter the type of resource the resource organization is committing in cell D11 There are two choices provided in the pull-down menu: cash or in-kind. Do not leave the field blank.
    - i. “Cash” contributions are funds from a specific source, *e.g.* salaries, monetary funds.
    - ii. “In-kind” contributions are non-cash contributions from a specific source, *e.g.* services, equipment usage, supplies.
  - e. Enter the current status of funding of the commitment in D12. There are two choices provided in the pull-down menu: awarded or pending. Do not leave the field blank.
    - i. “Awarded” indicates that the funds have been officially awarded by the resource organization. A good indication of awarded status is receipt of an award letter or similar document from the resource provider organization.

- ii. "Pending" indicates that the funds have not yet been officially awarded by the resource provider organization.
- f. Enter the monetary value of the commitments being provided by the Applicant Organization in cells D14-22, utilizing the budget categories provided.
  - i. For Other Expenses: enter the cumulative amount committed for all other expenses in cell D19. List and specify the costs for each other expense in Rows 29-34, designating which Resource Provider Organization they have been derived from.
  - ii. Co-applicants (subcontracts): enter the cumulative amount committed for all subcontracts in cell D20, even if a subcontractor is not a co-applicant. List each subcontract and specify the total costs for each subcontract in Rows 38-43, designating which Resource Provider Organization they have been derived from.
- 4. Enter the commitments being provided by each Resource Provider Organization, starting in Column E.
  - a. Select the Resource Provider Type contributing to the proposed work in cell E8. There are seven choices provided in the pull-down menu. Select the option that best describes the provider: applicant organization, federal, foundation, state/local government, industry and other. Do not leave the field blank.
  - b. Enter the name of the Resource Provider Organization in Cell E9.
  - c. Enter the name of the organization who will receive the commitment from the Resource Provider Organization in cell E10.
  - d. Enter the type of resource the Resource Provider Organization is committing in cell E11. There are two choices provided in the pull-down menu: cash or in-kind. Do not leave the field blank.
  - e. Enter the current status of funding of the resource commitment in E12. There are two choices provided in the pull-down menu: awarded or pending. Do not leave the field blank.
  - f. Enter the monetary amounts of the commitments being provided by the Resource Provider Organization in cells E14-22, utilizing the budget categories provided.
- 5. For each additional Resource Provider Organization associated with the proposed work, fill in columns F-K as needed, following steps 4a-f as described above.
  - a. If additional columns are needed, please contact LSDF at [grantsadmin@lsdfa.org](mailto:grantsadmin@lsdfa.org) to obtain an expanded form.
- 6. Column L will auto-sum the resource commitment amounts entered for all non-LSDF Resource Provider Organizations from columns D-K.
- 7. Column M will auto-sum the total cost of the proposed work from all the values entered on this form: the LSDF requested budget (column C) plus the total from the resource commitments from all non-LSDF Resource Provider Organizations (columns D-K).
- 8. Cell M24 is the overall total cost of the work proposed to LSDF.
- 9. Cell LM2930 expresses the percentage of the total cost of the work proposed this is requested to be borne by LSDF.