WBS Element Information Sheet



A WBS element (Work break-down structure) is used for grants and contracts, plant funds and agency funds.

A.	Type of WBS: (check one and provide name)				
	1.	Department/Office WBS		Student Organization	
		Name of Department		Name of Organization	
	2.	Name of individual responsib	ole for the WBS:		
	3.	Where are funds currently be	eing held? (if applicable)		
B.	Desc	cription/Justification of WBS:			
C.	Sour	rce of Revenue:			
D.	Estir	mated annual revenue:			
E.	Туре	e of expenditures: (check all tha	at apply)		
		Salaries	Operating Expenses		
		Supplies	Travel		
		Equipment	Other		
F.	Maj	or Program Classification Structu			
		Instruction	Academic Support	Physical Plant Operations	
		Research Public Service	Student Services Institutional Administra	Student Financial Support ation Independent Operations	
_	Cost			independent Operations	
G.	Cost	t Share/Matching Requirement? Yes		ct will the match be recorded in?)	
Signa	ature	s: Requester		Date:	
Ü		•			
	Sp				
		Projects Only:			
Pleas	e clas	ssify your project research type	(see examples on page 2).		
		Basic Research	Applied Research	Experimental Development	
		Please submit	completed form to the Fina	ance Office with all signatures	
				Finance Office Use On CFDA:	
Approved: Grant Accountant		ved: Grant Accountant	Date	Yes No	
				A133 Flag	
		WBS number	Date Created	Salary Verification E-Verify	
Cost S	Share	e/PARS: N/A Con	npanion Cost Center	Cost Share Table Manual	
		NSF Code: Federal		or Non-Federal	

Examples						
Basic research	Applied research	Experimental development				
A researcher is studying the properties of human blood to determine what affects coagulation.	A researcher is conducting research on how a new chicken pox vaccine affects blood coagulation.	A researcher is conducting clinical trials to test a newly developed chicken pox vaccine for young children.				
A researcher is studying the properties of molecules under various heat and cold conditions.	A researcher is investigating the properties of particular substances under various heat and cold conditions with the objective of finding longer-lasting components for highway pavement.	A researcher is working with state transportation officials to conduct tests of a newly developed highway pavement under various types of heat and cold conditions.				
A researcher is investigating the effect of different types of manipulatives on the way first graders learn mathematical strategy by changing manipulatives and then measuring what students have learned through standardized instruments.	A researcher is studying the implementation of a specific math curriculum to determine what teachers needed to know to implement the curriculum successfully.	A researcher is developing and testing software and support tools, based on fieldwork, to improve mathematics cognition for student special education.				

Instructions for completing the UNK WBS Element Information Sheet

Type of WBS: (Check one and provide name) - Designate whether this WBS element is for a department or for a student organization and provide the name of the department or student organization.

Name of individual responsible for the WBS - Project Director or person who is responsible for the budget.

Where are the funds currently being held? (if applicable) - If the funds are being held in a different location, specify from where the funds will be transferred.

Description/Justification of WBS - Provide a brief description of the project or the purpose for the WBS. For example: Chemistry Instrumentation Study grant or To make disbursements from University of Nebraska Foundation discretionary accounts.

Source of revenue - Provide the name of the agency or entity supplying the funds, or in the case of a Foundation account, provide the Foundation account number from which disbursements will be made.

Estimated annual revenue - Enter the grant amount. If revenue is generated by the activity, please provide an estimate of the annual amount.

Type of expenditures: (check all that apply) - Self-explanatory.

Major Program Classification Structure (PCS) if known: (check one) - Check the category that best describes the purpose or mission of the activity.

Cost Share/Matching Requirement? Yes/No (check one) - Is the University responsible for providing any matching funds? If so, where will the match be recorded?

Signatures - The Responsible Person signs the form as the Requester and sends to the Dean for approval. Lastly the Office of Sponsored Programs signs before delivering to Finance Office.