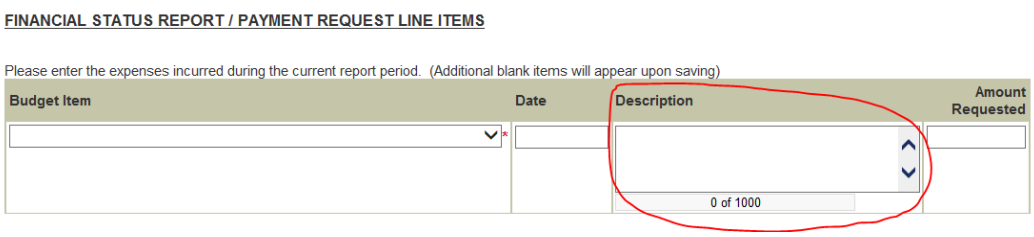
Minnesota Department of Public Safety
Office of Justice Programs
Crime Victim Services

FSR Description Box Detail Requirements
Updated April 2020

The table below provides guidance on what information is required in the description box of each FSR your agency submits (for grant funds & match). You may include more information than is required for your own needs but at a minimum, please follow the guidance below. A screen print of the FSR description box is at the bottom of this page for your reference.

When reporting match other than volunteer time, please indicate the source of those match dollars in the description box in addition to the actual match expense and amount.

Budget Item	Minimum Detail Required in the FSR Payment Request Line Items Description Box (for grant funds & match)	Examples
Personnel	List the first name(s) or initials and gross wages of those being paid from the line item.	Mary ($3,072.15), Flo ($2,836.10), Shirley ($2,154.88), Joe ($1,988.45)
Payroll Taxes & Fringe (employer-paid)	Break out the employer-paid amounts by sub-category.	FICA tax ($3,060.44), Retirement ($1,204.46), Worker's Compensation Insurance ($708.64), Health, Dental, Life, LTD, STD insurance ($4,812.71)
Contract Services	Break out amount requested by sub-category.	Bookkeeping ($175); Audit ($2,000)
Travel & Training	Break out amount requested by sub-category.	Mileage ($34.50); Hotel ($108.11); Meals ($74); Parking ($30); Registration ($50)
Office & Program Expenses	Break out amount requested by sub-category.	Office supplies ($115.14); Phone/internet ($101.88); Computer ($1,388); Office chairs ($578)
Building Expenses	Break out amount requested by sub-category.	Rent ($439.70); Maintenance/repairs ($184.50); Mortgage interest payment ($211.65); Utilities ($101.87)
Equipment Purchases ($5,000+)	Break out amount requested by sub-category.	Refrigerator ($5,109)
Direct Client Assistance	Upload the summary cover sheet in E-grants under the "Direct Client Assistance Documentation" link on each FSR.	Description box should be left blank.
Other Expenses - Indirect Costs	Expenses included in your indirect cost rate are clearly identified in your budget so details are not required on the FSR.	Description box should be left blank.