Budget Template and Narrative Instructions:

Budget Template

**Please note – all numbers listed in the budget template must be exact numbers. Estimated rages will not be accepted and will be sent back for revision. If you are uncertain as to the exact amount, please do you best to estimate an exact amount.**

1. Salaries and Wages
   1. List the position title you are planning to fund.
   2. If you are planning to fund a position that has not yet been hired, please list that in the name column, otherwise list the name of the employee whose position will be funded.
   3. List the percentage of time the supported employee will be funded to support this project (75%, 50%, 33%, etc).
   4. List the number of months you intend to fund this position for with sub-award funds.
   5. In the notes column, please list the total annual salary for the position to calculations are correct
   6. Please list the fringe percentage in box D10 to calculate the total fringe amount.
2. Consultant Costs
   1. List the type of service the consultant will be providing.
   2. List the name of the consultant if known, if unknown, please state TBD.
   3. List the number of days you expect to need the consultant’s services. **This must be an exact number, not a range.**
   4. List the expected rate of compensation for the consultant.
   5. Please note, consultant costs should not be included when calculating indirect costs.
3. Equipment
   1. Please list the type of equipment and total amount.
   2. Please note, equipment requests may be denied or require additional supporting documentation. Prior approval from federal funder may be required.
4. Supplies
   1. List the item requested.
   2. List additional information. For example, if the item you are requesting is a kit that will consist of multiple items, please list out all of the items to the best of your ability.
   3. List the amount of the item you expect to order.
   4. List the estimated unit cost.
5. Travel
   1. List the name of each trip in column A above the airfare line.
   2. List the number of trips you expect to take in column B above the airfare line. (Trips must be identical to list the together. If the destination is the same but the number of people or the number of days are different, trips must be listed separately).
   3. List the number of people traveling in column c above the airfare line.
   4. List the number of days the trip will consist of in column D above the airfare line. This number will be used to calculate your per diem costs and your lodging costs.
   5. List the cost of airfare (roundtrip) in column D on the airfare line.
   6. List the cost of lodging per night in column D on the lodging line.
   7. List the per diem rate per individual in column D of the per diem line.
   8. If you expect to have other expenses, please make sure to include an explanation in the notes column of what the expense is for and how they were calculated.
6. Other
   1. Please include a description of anything else that is included in the other section in column B.
7. Contractual costs
   1. List the type of service the consultant will be providing.
   2. List the name of the consultant if known, if unknown, please state TBD.
   3. List the number of days you expect to need the consultant’s services. **This must be an exact number, not a range.**
   4. List the expected rate of compensation for the consultant.
   5. Please note, consultant costs should not be included when calculating indirect costs.
8. Indirect costs
   1. List your federally negotiated indirect rate in column D.
   2. Indirect costs should not be taken on consultant or contractual costs.

Budget Narrative

The purpose of the budget narrative to is expand on the budget template and provide additional detail about each item listed.

1. Salary

This section should include each position that will be funded, the total salary for that position, what percentage will be funded by the sub-award, and the number of months for which it will be funded. It should also include a brief description of what the role and responsibilities of each position will be.

1. Fringe

This section should include the total amount of fringe that will be charged to the sub-award, as well as a breakdown of how fringe is calculated. This should include FICA, unemployment, retirement, workers compensation, medical, or anything else that is included in the total percentage of fringe.

1. Consultant Costs

This section should include the calculation for the total cost of this section. It should also include a brief description of the services that will be provided by each consultant.

1. Equipment

This section should include the total cost for each item of equipment that is being requested, as well as a justification for why the equipment is necessary to support the project.

1. Supplies

This section should include the total amount requested for supplies and a brief description of why they are needed and how they will be used. If not all exact supplies are known yet, please provide examples of how these funds might be used.

1. Travel

This section should include the total amount each trip is expected to take, and the details of how the expense was calculated. Additionally, it should include a description of each trip that will be taken, who will be on the trip, and why it is necessary.

1. Other

This section should include a description of any additional expenses that are expected, as well as any relevant calculations for those costs.

1. Contractor Costs

This section should include the calculation for the total cost of this section. It should also include a brief description of the services that will be provided by each consultant.