

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

BUDGET PERIOD: 5/15/25 to 5/14/26

(A)	YEAR 1		% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing
	Name	Role on Project	CAL	ACAD	SUM	CAL	ACAD	SUM				
	KEY PERSONNEL (Howard University Only)											
Marjorie C. Gondre-Lewis		Principle Investigator	10.00%	0.00%	0.00%	1.20	0.00	0.00	\$ 181,000	\$ -	\$ 18,100	\$ -
David A. Rose		Investigator (in-Kind)	0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
Donna Grant Mills		Investigator (in-Kind)	0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
Andrea Hayes Dixon		Investigator (in-Kind)	0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
Program Director TBA		Program Director	100.00%	0.00%	0.00%	12.00	0.00	0.00	\$ 80,000	\$ -	\$ 80,000	\$ -
			0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PERSONNEL									\$ 98,100	\$ -		
(B)	WAGED PERSONNEL											
Student Wages									\$ 15,000	\$ -		
									\$ -	\$ -		
									\$ -	\$ -		
SUBTOTAL WAGES									\$ 15,000	\$ -		
TOTAL PERSONNEL									\$ 113,100	\$ -		
(C)	BENEFITS											
Salaried Faculty & Staff @ 27.4%		Enter the applicable rate in the yellow box.							\$ 26,879	\$ -		
Waged Employees @ 7.0%		Enter the applicable rate in the yellow box.							\$ 1,050	\$ -		
TOTAL BENEFITS									\$ 27,929	\$ -		
TOTAL PERSONNEL AND FRINGE BENEFITS									\$ 141,029	\$ -		
(D)	SUPPLIES & MATERIALS											
General Supplies									\$ 110,000	\$ -		
Misc. Supplies									\$ -	\$ -		
TOTAL SUPPLIES & MATERIALS									\$ 110,000	\$ -		
(E)	TRAVEL											
Local									\$ 20,000	\$ -		
Foreign									\$ 10,000	\$ -		
TOTAL TRAVEL									\$ 30,000	\$ -		
(F)	FOOD											
									\$ 10,000	\$ -		
TOTAL FOOD									\$ 10,000	\$ -		
(G)	CONSULTANTS FEES											
									\$ -	\$ -		
TOTAL CONSULTANTS FEES									\$ -	\$ -		
(H)	PARTICIPANT SUPPORT COSTS											
(1) Stipends									\$ 50,000	\$ -		
(2) Travel									\$ 25,000	\$ -		
(3) Subsistence									\$ -	\$ -		
(4) Tuition									\$ 25,000	\$ -		
(5) Other									\$ -	\$ -		
TOTAL PARTICIPANT SUPPORT COSTS									\$ 100,000	\$ -		
(I)	EQUIPMENT											
(1)									\$ -	\$ -		
(2)									\$ -	\$ -		
TOTAL EQUIPMENT									\$ -	\$ -		
(J)	SUBCONTRACTS											
(1)		Microgrants to Faculty							\$ 57,000	\$ -		
(2)									\$ -	\$ -		
(3)									\$ -	\$ -		
(4)									\$ -	\$ -		
(5)									\$ -	\$ -		
TOTAL SUBCONTRACTS									\$ 57,000	\$ -		
(K)	OTHER DIRECT COSTS											
(1)									\$ -	\$ -		
(2)									\$ -	\$ -		
(3)									\$ -	\$ -		
(4)									\$ -	\$ -		
TOTAL OTHER									\$ -	\$ -		
(L)	TOTAL DIRECT COST (TDC)											
									\$ 448,029	\$ -		
(M)	MODIFIED TOTAL DIRECT COST (MTDC)											
									\$ 316,029	XXXXXXX		
(N)	Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)											
Choose one:		<input checked="" type="radio"/>	Organized Research	<input type="radio"/>	Instruction	<input type="radio"/>	Other Sponsored Activities					
(O)	GRAND TOTAL											
									\$ 448,029	\$ -		

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

BUDGET PERIOD: 5/15/26 to 5/14/27

(A)	YEAR 2		% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing		
			CAL	ACAD	SUM	CAL	ACAD	SUM						
	KEY PERSONNEL (Howard University Only)													
Name		Role on Project		10.00%	0.00%	0.00%	1.20	0.00	0.00	\$ 181,000	\$ -	\$ 18,100	\$ -	
Marjorie C. Gondre-Lewis		Principle Investigator		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
David A. Rose		Investigator (in-Kind)		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
Donna Grant Mills		Investigator (in-Kind)		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
Andrea Hayes Dixon		Investigator (in-Kind)		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
Program Director		Program Director		100.00%	0.00%	0.00%	12.00	0.00	0.00	\$ 80,000	\$ -	\$ 80,000	\$ -	
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	
SUBTOTAL PERSONNEL													\$ 98,100	\$ -
(B) WAGED PERSONNEL														
Student Wages													\$ 15,000	\$ -
													\$ -	\$ -
													\$ -	\$ -
SUBTOTAL WAGES													\$ 15,000	\$ -
TOTAL PERSONNEL													\$ 113,100	\$ -
(C) BENEFITS														
Salaried Faculty & Staff @ 27.4%		Enter the applicable rate in the yellow box.											\$ 26,879	\$ -
Waged Employees @ 7.0%		Enter the applicable rate in the yellow box.											\$ 1,050	\$ -
TOTAL BENEFITS													\$ 27,929	\$ -
TOTAL PERSONNEL AND FRINGE BENEFITS													\$ 141,029	\$ -
(D) SUPPLIES & MATERIALS														
General Supplies													\$ 35,000	\$ -
Misc. Supplies													\$ -	\$ -
TOTAL SUPPLIES & MATERIALS													\$ 35,000	\$ -
(E) TRAVEL														
Local													\$ 20,000	\$ -
Foreign													\$ 10,000	\$ -
TOTAL TRAVEL													\$ 30,000	\$ -
(F) FOOD														
													\$ 10,000	\$ -
TOTAL FOOD													\$ 10,000	\$ -
(G) CONSULTANTS FEES														
													\$ -	\$ -
TOTAL CONSULTANTS FEES													\$ -	\$ -
(H) PARTICIPANT SUPPORT COSTS														
(1) Stipends													\$ 150,000	\$ -
(2) Travel													\$ 50,000	\$ -
(3) Subsistence													\$ -	\$ -
(4) Tuition													\$ 50,000	\$ -
(5) Other													\$ -	\$ -
TOTAL PARTICIPANT SUPPORT COSTS													\$ 250,000	\$ -
(I) EQUIPMENT														
(1)													\$ -	\$ -
(2)													\$ -	\$ -
TOTAL EQUIPMENT													\$ -	\$ -
(J) SUBCONTRACTS														
(1)													\$ 57,000	\$ -
(2)													\$ -	\$ -
(3)													\$ -	\$ -
(4)													\$ -	\$ -
(5)													\$ -	\$ -
TOTAL SUBCONTRACTS													\$ 57,000	\$ -
(K) OTHER DIRECT COSTS														
(1)													\$ -	\$ -
(2)													\$ -	\$ -
(3)													\$ -	\$ -
(4)													\$ -	\$ -
TOTAL OTHER													\$ -	\$ -
(L) TOTAL DIRECT COST (TDC)													\$ 523,029	\$ -
(M) MODIFIED TOTAL DIRECT COST (MTDC)													\$ 241,029	XXXXXX
Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)													\$ -	XXXXXX
Choose one: <input checked="" type="radio"/> Organized Research <input type="radio"/> Instruction <input type="radio"/> Other Sponsored Activities														
(O) GRAND TOTAL													\$ 523,029	\$ -

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

BUDGET PERIOD: _____ to _____

YEAR 3			% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing	
			CAL	ACAD	SUM	CAL	ACAD	SUM					
(A) KEY PERSONNEL (Howard University Only)													
Name		Role on Project		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PERSONNEL													
(B) WAGED PERSONNEL													
SUBTOTAL WAGES													
TOTAL PERSONNEL													
(C) BENEFITS													
Salaried Faculty & Staff @ 27.4%		Enter the applicable rate in the yellow box.											
Waged Employees @ 7.0%		Enter the applicable rate in the yellow box.											
TOTAL BENEFITS													
TOTAL PERSONNEL AND FRINGE BENEFITS													
(D) SUPPLIES & MATERIALS													
General Supplies													
Misc. Supplies													
TOTAL SUPPLIES & MATERIALS													
(E) TRAVEL													
Local													
Foreign													
TOTAL TRAVEL													
(F) FOOD													
TOTAL FOOD													
(G) CONSULTANTS FEES													
TOTAL CONSULTANTS FEES													
(H) PARTICIPANT SUPPORT COSTS													
(1) Stipends													
(2) Travel													
(3) Subsistence													
(4) Tuition													
(5) Other													
TOTAL PARTICIPANT SUPPORT COSTS													
(I) EQUIPMENT													
(1)													
(2)													
TOTAL EQUIPMENT													
(J) SUBCONTRACTS													
(1)													
(2)													
(3)													
(4)													
(5)													
TOTAL SUBCONTRACTS													
(K) OTHER DIRECT COSTS													
(1)													
(2)													
(3)													
(4)													
TOTAL OTHER													
(L) TOTAL DIRECT COST (TDC)													
(M) MODIFIED TOTAL DIRECT COST (MTDC)													
Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)													
Choose one: <input checked="" type="radio"/> Organized Research <input type="radio"/> Instruction <input type="radio"/> Other Sponsored Activities													
(O) GRAND TOTAL													

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

BUDGET PERIOD: _____ to _____

YEAR 4			% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing	
			CAL	ACAD	SUM	CAL	ACAD	SUM					
(A) KEY PERSONNEL (Howard University Only)													
Name		Role on Project		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PERSONNEL													
(B) WAGED PERSONNEL													
SUBTOTAL WAGES													
TOTAL PERSONNEL													
(C) BENEFITS													
Salaried Faculty & Staff @ 27.4%		Enter the applicable rate in the yellow box.											
Waged Employees @ 7.0%		Enter the applicable rate in the yellow box.											
TOTAL BENEFITS													
TOTAL PERSONNEL AND FRINGE BENEFITS													
(D) SUPPLIES & MATERIALS													
General Supplies													
Misc. Supplies													
TOTAL SUPPLIES & MATERIALS													
(E) TRAVEL													
Local													
Foreign													
TOTAL TRAVEL													
(F) FOOD													
TOTAL FOOD													
(G) CONSULTANTS FEES													
TOTAL CONSULTANTS FEES													
(H) PARTICIPANT SUPPORT COSTS													
(1) Stipends													
(2) Travel													
(3) Subsistence													
(4) Tuition													
(5) Other													
TOTAL PARTICIPANT SUPPORT COSTS													
(I) EQUIPMENT													
(1)													
(2)													
TOTAL EQUIPMENT													
(J) SUBCONTRACTS													
(1)													
(2)													
(3)													
(4)													
(5)													
TOTAL SUBCONTRACTS													
(K) OTHER DIRECT COSTS													
(1)													
(2)													
(3)													
(4)													
TOTAL OTHER													
(L) TOTAL DIRECT COST (TDC)													
(M) MODIFIED TOTAL DIRECT COST (MTDC)													
Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)													
Choose one: <input checked="" type="radio"/> Organized Research <input type="radio"/> Instruction <input type="radio"/> Other Sponsored Activities													
(O) GRAND TOTAL													

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

BUDGET PERIOD: _____ to _____

YEAR 5			% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing	
			CAL	ACAD	SUM	CAL	ACAD	SUM					
(A) KEY PERSONNEL (Howard University Only)													
Name		Role on Project		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
				0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PERSONNEL													
(B) WAGED PERSONNEL													
SUBTOTAL WAGES													
TOTAL PERSONNEL													
(C) BENEFITS													
Salaried Faculty & Staff @ 27.4%		Enter the applicable rate in the yellow box.											
Waged Employees @ 7.0%		Enter the applicable rate in the yellow box.											
TOTAL BENEFITS													
TOTAL PERSONNEL AND FRINGE BENEFITS													
(D) SUPPLIES & MATERIALS													
General Supplies													
Misc. Supplies													
TOTAL SUPPLIES & MATERIALS													
(E) TRAVEL													
Local													
Foreign													
TOTAL TRAVEL													
(F) FOOD													
TOTAL FOOD													
(G) CONSULTANTS FEES													
TOTAL CONSULTANTS FEES													
(H) PARTICIPANT SUPPORT COSTS													
(1) Stipends													
(2) Travel													
(3) Subsistence													
(4) Tuition													
(5) Other													
TOTAL PARTICIPANT SUPPORT COSTS													
(I) EQUIPMENT													
(1)													
(2)													
TOTAL EQUIPMENT													
(J) SUBCONTRACTS													
(1)													
(2)													
(3)													
(4)													
(5)													
TOTAL SUBCONTRACTS													
(K) OTHER DIRECT COSTS													
(1)													
(2)													
(3)													
(4)													
TOTAL OTHER													
(L) TOTAL DIRECT COST (TDC)													
(M) MODIFIED TOTAL DIRECT COST (MTDC)													
Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)													
Choose one: <input checked="" type="radio"/> Organized Research <input type="radio"/> Instruction <input type="radio"/> Other Sponsored Activities													
(O) GRAND TOTAL													

PROPOSAL BUDGET WORKSHEET

PROJECT TITLE: Upholding HUCM's leadership in diversifying the health professions and ensuring equitable access to medical care

PRINCIPAL INVESTIGATOR: Dr. Marjorie Gondre-Lewis

PROJECT PERIOD: 5/15/25 to 5/14/27

	ALL YEARS	% effort devoted to Project			Person-months			Institutional Base Salary	Salary	Funds Requested	Cost Sharing					
		CAL	ACAD	SUM	CAL	ACAD	SUM									
(A) KEY PERSONNEL (Howard University Only)																
NAME ROLE ON PROJECT																
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ 36,200	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ 160,000	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
		0.00%	0.00%	0.00%	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -					
SUBTOTAL PERSONNEL								\$ 196,200		\$ -						
(B) WAGED PERSONNEL																
								\$ 30,000	\$ -	\$ -	\$ -					
								\$ -	\$ -	\$ -	\$ -					
SUBTOTAL WAGES								\$ 30,000		\$ -						
TOTAL PERSONNEL								\$ 226,200		\$ -						
(C) BENEFITS																
Salaried Faculty & Staff	@ 27.4%	Enter the applicable rate in the yellow box.						\$ 53,758	\$ -	\$ -	\$ -					
Waged Employees	@ 7.0%	Enter the applicable rate in the yellow box.						\$ 2,100	\$ -	\$ -	\$ -					
TOTAL BENEFITS								\$ 55,858		\$ -						
TOTAL PERSONNEL AND FRINGE BENEFITS								\$ 282,058		\$ -						
(D) SUPPLIES & MATERIALS																
General Supplies								\$ 145,000	\$ -	\$ -	\$ -					
Misc. Supplies								\$ -	\$ -	\$ -	\$ -					
TOTAL SUPPLIES & MATERIALS								\$ 145,000		\$ -						
(E) TRAVEL																
Local								\$ 40,000	\$ -	\$ -	\$ -					
Foreign								\$ 20,000	\$ -	\$ -	\$ -					
TOTAL TRAVEL								\$ 60,000		\$ -						
(F) FOOD																
								\$ 20,000	\$ -	\$ -	\$ -					
TOTAL FOOD								\$ 20,000		\$ -						
(G) CONSULTANTS FEES																
								\$ -	\$ -	\$ -	\$ -					
TOTAL CONSULTANTS FEES								\$ -		\$ -						
(H) PARTICIPANT SUPPORT COSTS																
(1) Stipends								\$ 200,000	\$ -	\$ -	\$ -					
(2) Travel								\$ 75,000	\$ -	\$ -	\$ -					
(3) Subsistence								\$ -	\$ -	\$ -	\$ -					
(4) Tuition								\$ 75,000	\$ -	\$ -	\$ -					
(5) Other								\$ -	\$ -	\$ -	\$ -					
TOTAL PARTICIPANT SUPPORT COSTS								\$ 350,000		\$ -						
(I) EQUIPMENT																
(1)								\$ -	\$ -	\$ -	\$ -					
(2)								\$ -	\$ -	\$ -	\$ -					
TOTAL EQUIPMENT								\$ -		\$ -						
(J) SUBCONTRACTS																
(1)								\$ 114,000	\$ -	\$ -	\$ -					
(2)								\$ -	\$ -	\$ -	\$ -					
(3)								\$ -	\$ -	\$ -	\$ -					
(4)								\$ -	\$ -	\$ -	\$ -					
(5)								\$ -	\$ -	\$ -	\$ -					
TOTAL SUBCONTRACTS								\$ 114,000		\$ -						
(K) OTHER DIRECT COSTS																
(1)								\$ -	\$ -	\$ -	\$ -					
(2)								\$ -	\$ -	\$ -	\$ -					
(3)								\$ -	\$ -	\$ -	\$ -					
(4)								\$ -	\$ -	\$ -	\$ -					
TOTAL OTHER								\$ -		\$ -						
(L) TOTAL DIRECT COST (TDC)																
(M) MODIFIED TOTAL DIRECT COST (MTDC)								\$ 532,058		XXXXXX						
(N) Total Facilities & Administrative Cost @ 0.0% of Modified Total Direct Cost (Enter the applicable rate in the yellow box.)																
Choose one:	<input checked="" type="radio"/>	Organized Research	<input type="radio"/>	Instruction	<input type="radio"/>	Other Sponsored Activities										
(O) GRAND TOTAL								\$ 971,058		\$ -						

PROPOSAL BUDGET WORKSHEET

GENERAL INSTRUCTIONS

This form is designed to assist PI's in the budget calculations for sponsored program(s) applications. Worksheets entitled 'Year 1' through 'Year 5' are the data input sheets for hard-coded entries and the sheet entitled 'All Years' will automatically populate based on the entries made on the data input sheets.

In preparing the budget, please adhere to any agency requirements which prescribe how and whether the budgeted amounts should be shown separately. If you are not using funds in a particular line category then use the default \$0.00.

NOTE: Not all budget categories are eligible for funding under all programs. Please see eligible activities under the specific program for which you are seeking.

BUDGET CATEGORIES

The budget categories identifies how funds will be allocated by type of use (funds going for salaries, travel, contracts, etc.) Each of the line items should be broken out under each applicable section.

Section A

Enter the name of the key personnel on the project and their respective roles. Enter the percentage effort to be devoted to the project over the calendar, academic, and summer months and the individuals institutional base salary. Person months will be automatically calculated based on the following examples.

Coverage % Effort to Person Months

25% of a 9-month appointment = 2.25 (AY) person months ($9 \times 0.25 = 2.25$).

10% of a 12-month calendar appointment = 1.2 (CY) person months ($12 \times 0.10 = 1.2$).

35% of a 3-month summer term appointment = 1.05 (SM) person months ($3 \times 0.35 = 1.05$).

Example 1: A PI on an AY appointment at a salary of \$63,000 will have a monthly salary of \$7,000 (one-ninth of the AY). 25% of AY effort would equate 2.25 person months ($9 \times 0.25 = 2.25$). The budget figure for that effort would be \$15,750 (\$7,000 x 2.25 AY months).

Example 2: A PI on a CY appointment at a salary of \$72,000 will have a monthly salary of \$6,000 (one-twelfth of the CY). 25% of CY effort would equate to 3 CY months ($12 \times 0.25 = 3.00$). The budget figure for that effort would be \$18,000 (\$6,000 x 3.00 CY months).

Example 3: If the regular pay schedule of an institution is a 9-month academic year and the PI will devote 9 months at 30% time/effort and 3 months summer term at 30% time/effort to the project, then 2.7 academic months and 0.9 summer months should be listed in the academic and summer term block of the budget ($9 \times 30\% = 2.7$ person months; $3 \times 30\% = 0.9$).

Section B

Enter the name of the wage personnel and their estimated cost to the grant

Section C

The fringe benefits will automatically calculate based on the entries in sections A and B.

Section D

Enter the estimated cost of supplies for the project.

Section E

Enter the estimates for local and domestic travel (mileage for local travel is calculated at \$0.375/mile)

Section F

Enter the estimated cost of meals and refreshments for the project.

Section G

Enter the estimated cost for consultants on the project (not to exceed \$150/day for a maximum of 10 days/month).

Section H

Enter stipend payment, estimated travel, subsistence, tuition, and any other related participant costs. **These costs are not subject to F&A charges.**

Section I

Enter the estimated cost of equipment for the project.

Section J

Enter the estimated cost for subcontracts for the project (prepare a separate budget worksheet for each subcontract).

Section K

Enter any other associated direct cost for the project.

Sections L-M

These cells will automatically calculate and populate.

Section N

Enter the F&A cost rate in the space provided. The total cost will automatically populate. Choose the appropriate F&A rate type.

Section O

This cell will automatically calculate