**Budget Narrative**

The budget component of your grant proposal consists of the Short form budget template and the corresponding budget narrative. Together, the template and narrative provide a clear picture of the financial resources you are requesting to support the project. The budget template is contained in a separate Excel document that should be submitted with your proposal. Instructions for completing the budget template and definitions of relevant terms are included in the template document.

* Identify any factors that could significantly affect your organization’s ability to operate within the proposed budget, and describe how your organization will manage or mitigate those factors.
* To the extent that your organization will be relying on additional funding to make this grant successful, describe:
  + The proposed sources of funding (e.g., a grant from another organization or earned revenue generated by the project)
  + The status of the funding sources (e.g., proposal submitted or grant awarded)
  + The assumptions used to generate any estimates
  + Strategies and timeline for securing the necessary additional funding

**Direct Cost Details:** In your responses below (reply between the bullets), include **total** project costs including funds requested from the Bill & Melinda Gates Foundation as well as other funds being applied to the proposed project. If necessary, feel free to include the direct cost information requested below as an attachment to the proposal narrative.

* Provide the foundation with a description of the direct cost categories of the budget and how you arrived at the proposed expenses. Feel free to omit any categories in which there are no budgeted expenses.
  + **Personnel and Benefits**: What are the roles and responsibilities of each full-time equivalent (FTE) or group of FTEs supporting the project, the rationale for the number of requested FTEs, and the methodology for estimating the base salaries (e.g., actual salaries or estimates based on similar job descriptions)?

*(Please keep in mind and be sure to reflect that $5,000 of grant funds must be used by the institution in ways to surface and share impressions and experiences of the adaptive course from participating students, instructors, and TAs, and that at least $5,000 of the grant funds must be provided back to the relevant department in which the adaptive course is being generated, to support faculty development in innovative teaching practices via the use of advanced technologies.)*

* + **Consulting and Professional Fees**: Include a brief description of the work to be performed in support of the overall project, the current status of the contract(s) (e.g., confirmed or projected), and the cost assumptions used (including estimates of the number of days to be worked and the daily rate).
  + **For the following categories, please d**escribe the item(s) being requested, the business purpose of the item(s) as it relates to the project, and the cost assumptions used to generate the cost estimate:
    - **Materials and Supplies**
    - **Computers and Equipment**
    - **Printing and Publications**:
  + **Travel and Accommodations**: Include a brief description of the travel required for this project. Include the methodology used to calculate the total cost estimates for each trip, the assumptions used to determine the appropriate number of trips, and the rationale for how those trips will support achievement of the results of the project.
  + **Conferences, Conventions, and Meetings**: Include a brief description of the meetings required for this project. Include the methodology used to calculate the total cost estimates for each meeting, including the estimated number of attendees and total cost per attendee. What is the rationale for how those meetings will support achievement of the results of the project?
  + **Direct Facilities**: Facility-related costs are typically covered by indirect costs and should not be included within the direct cost details. However, in rare cases, facility-related expenses can be included as a direct cost when a grantee requires additional building expenses in order to execute the grant (e.g., starting up an organization or creating a new regional office).
  + **Other Direct Costs**: Describe the item(s) being requested, the business purpose of the item(s) as it relates to the project, and the cost assumptions used to generate the cost estimate.
  + **Subgrants**: Describe the work to be conducted by the subgrantees and the anticipated budget for the work. If any subgrant exceeds $100,000 or represents 25% or more of the project cost, provide a detailed budget showing the proposed subgrant expenses.