## SAMPLE BUDGET (MODEL)

### CATEGORY

#### A. SALARIES & WAGES

1. Principal Investigator(s)
   - Name
   - % effort, 9½ months; 10 months; 12 months
   - % effort, Summer *

2. Co - PI(s)
   - % effort, 12 months

3. Research Assistant(s)

4. Others:
   a. Name(s); Position Title(s); ($xxx/month)
   b. Name(s); Position Title(s); ($xx.xx/hour)

**TOTAL: SALARIES & WAGES**

#### B. STAFF BENEFITS

**XXX,XXX**

#### C. TOTAL: SALARIES & WAGES AND STAFF BENEFITS (A + B)

**XXX,XXX**

#### D. CONSULTANTS (*List by name*)

1. Fee
2. Travel and per diem costs

**TOTAL: CONSULTANTS**

**XXX,XXX**

#### E. PERMANENT EQUIPMENT

- Itemize, include name and model no.

**TOTAL: EQUIPMENT**

**XXX,XXX**

#### F. EXPENDABLE SUPPLIES AND EQUIPMENT (*Includes animals*)

- Itemize (as much as reasonable)

**XXX,XXX**

#### G. TRAVEL

1. Domestic
   - Itemize:
2. Foreign
   - Destination and estimated cost for each instance of travel

**TOTAL: TRAVEL**

**XXX,XXX**

#### H. PUBLICATION COSTS

**XXX,XXX**

#### I. COMPUTER COSTS

**XXX,XXX**

#### J. OTHER DIRECT COSTS

- Itemize - (Examples include graphics, photography, audiovisual, postage, long distance phone charges, rental equipment, conference costs, services, etc.)

**XXX,XXX**

#### K. SUBCONTRACTS

- List names and attach budget details

**XXX,XXX**

#### L. TOTAL DIRECT COSTS

**XXX,XXX**

#### M. FACILITIES AND ADMINISTRATIVE (F&A) COSTS (*formerly “Indirect Costs”*)

**XXX,XXX**

#### N. TOTAL COSTS

**XXX,XXX**

*Attach Budget Justification*

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*Summer Effort applicable ONLY to 9½ month or 10 month faculty*