***\*READ THIS FIRST***

***\*USE THIS DOCUMENT AS TEMPLATE***

***\*DELETE THIS TEXT BOX PRIOR TO SAVING TO PDF.***

*- There are no matching requirements for the FSOP program, so no need to list any funding for project.*

*- Include indirect costs*

*- Include key personnel, salary and time they will spend on project*

*-Include all materials, supplies, honorariums, etc for each year*

*- If subaward, create separate document to ouline and explain*

**Budget and Narrative**

Use this table to outline your budget.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project Here** | **Year 1** | | **Year 2** | | **Total Cost** | |
| **FUNDS REQUESTED** | | | | | | |
| **Personnel** | | | | | | |
| List each person working on this project, the percentage of time they will spend on this project and their responsibilities. Note any raises if applicable. Insert amounts and totals.  Example: program director, assistant director, and coordinator. | $000 | | $000 | | $000 | |
| List personnel (add or delete rows as needed) | $000 | | $000 | | $000 | |
| List personnel (add or delete rows as needed) | $000 | | $000 | | $000 | |
| **Fringe Benefits** | | | | | | |
| Fringe benefit rate is ?% of salary. | $000 | | $000 | | $000 | |
| **TOTAL SALARY AND FRINGE** | $000 | | $000 | | $000 | |
| **Travel** | | | | | | |
| Ex.  Funding for 1 person (PI) to travel to annual conference as specified in the RFA.  Hotel room 3 nights  Per diem $30 x 4 days  Taxi/Shuttle $50 x 2 trips | $000 | | $000 | | $000 | |
| **(see next page)**  **Materials and Supplies** | | | | | | |
| Explain materials, supplies, space rentals, honorariums, and any other costs of programming for each year. List items and amounts. | | $000 | | $000 | | $000 |
| **Subawards** | | | | | | |
| List any subaward contracts. If applicable, attach a separate Subaward Contract budget and narrative. | | $000 | | $000 | | $000 |
| **SUB TOTAL** | | **$000** | | **$000** | | **$000** |
| **Indirect Costs computed at 25.5% of salary/wages** | | $000 | | $000 | | $000 |
| **TOTAL FUNDS REQUESTED** | | **$000** | | **$000** | | **$000** |