***\*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** |