Instructions for Use of Proposal Budget Summary Form 2020

GENERAL

A. Each grant proposal, including requests for supplemental or incremental funding, must contain a Proposal Budget Summary in this format; use photocopies of this form as necessary.

B. Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category. Such documentation should be provided on additional page(s) immediately following the budget in the proposal and should be identified by line item. The documentation page(s) should be titled "Budget Explanation Page," and should be numbered.

C. Final budgets for funded proposals must be attached to the Grant Agreement.

BUDGET LINE ITEMS

The budget in general and the suitability of selected items of costs are discussed in this Request for Proposals. Below is a brief outline of budget documentation requirements by line item. (NOTE: All documentation or justification required on the line items below should be provided on the Budget Explanation Page.)

A.	Labor	Each budget line represents one person. List investigators by name and technical and support staff by category. Each line should include anticipated man-hours (or other units of time as appropriate). Anticipated changes in personnel should be noted. HRF does not allow student tuition charges.
B.	Fringe Benefits	Enter here only if charged as direct costs. Itemize and explain basis of calculations.
C.	Non-Expendable Equipment	Itemize on separate page and state probable life of equipment. List item and dollar amount for each item exceeding $500.
E.	Equipment Rental	Indicate equipment, name of service, rates, and estimated period of rental.
G.	Computer Services	Include justification based on established computer service rates at the proposing institution. Include computer equipment rental under E and purchase of computer equipment under C.
H.	Consultant Services	Indicate name, daily compensation, and estimated days service, and justify. Examples of services include photography, chemical analysis, statistical analysis, and drafting.
I.	Travel	Address the type and extent of travel and its relation to the project. Itemize by destination and cost, and justify. Fare allowances are limited to round-trip, economy rates.
J.	Publication Costs	Estimate cost of preparing and publishing project results.
K.	Office Support	Permitted only when directly relevant to performance of the proposed project and when charged as direct costs.
L.	Miscellaneous	Itemize.
N.	Indirect Costs/Overhead	Specify current rate(s) and base(s). The Foundation's allowance is 15% of the modified total direct cost (excluding certain large equipment purchases and subcontractors).
O.	Subcontracts	Include full details and a complete budget.