

Example Budget Narrative

*Notes: The budget narrative should explain the **cost basis** for expenses. How did you determine the amount to request in each category? This narrative is provided as an example. Your institution/organization may have policies and establish rates, etc. which will impact your narrative. Your budget should match your project and may or may not include every category.*

Personnel

Bestie Gardener, the Project Director (base salary = \$54,000), will contribute 40 hours developing the project and supervising the student assistant ($\$54000/2080 * 40\text{hrs} = \$1,038$ Salary). The institution benefits rate of 40.9% is applied (\$425).

One Student Assistant/Intern, hired at a rate of \$15/hour for 75 hours over the 15-week semester will support the project. (\$1,125). There is no fringe on student workers.

Total Personnel Request = \$2,588

Travel

The PI and Assistant will attend 2025 Iowa EPSCoR Annual Meeting to present the results of the project. They will ride together in a rented vehicle (\$54 rental + 124 miles @ 0.28/mile = \$88.72). Breakfast and Dinner will be reimbursed at GSA rate (2@\$39each=\$78.00). Annual Meeting Travel = \$166.72

One or both staff will lead each of the 3 community workshops. A rental vehicle will be used. Staff will travel an average of 60 miles round trip per workshop @ \$0.28/mile. (rental = $\$54 * 3 = \162 ; 60 miles x 3 days x 0.28/mile = \$50.40). Staff will be provided lunch with participants at each workshop ($\$16/\text{person} * 2 \text{ people} * 3 \text{ workshops} = \96). Workshop Travel = \$308.40

Total Travel Request = \$475

Participant Support

12 participants will be provided lunch @ \$16 each at each of the 3 workshops ($\$16 * 12 * 3 = \576). Participants will be provided a journal and a pen to take notes during activities ($\$6/\text{person} * 12 \text{ people} * 3 \text{ workshops} = \216)

Total Participant Support = \$792

Materials and Supplies

Our inhouse printer will be used to print 200 postcards (distributed by our partners to save postage), (200 postcards @ \$0.50/each = \$100)

Activities supplies include plaster and various additives (wool batting, sand, saw dust, etc.) and laminated cards. These misc. supplies are calculated @ \$4/participant (36 participants * \$4 each = \$144)

Total Materials and Supplies = \$244

Other Direct Costs

Our local partner, the Community Clubs of Mayberry, charges \$50/day for the use of their meeting rooms at each facility. ($\$50/\text{day rental} * 3 \text{ days} = \150)

F&A

Our organization does not have a federally negotiated F&A rate. We request the allowable de minimus rate of 10% on all non-participant support project costs. ($\$3,457$ in non-participant direct costs [as calculated by the budget form] * 10% = \$346)

Total Project Request = \$4,595

PROJECT BUDGET

Instructions: Submit information into pink shaded cells only (those cells the same color as this cell). Other cells will self-calculate. Add additional rows to sections as needed.

PROJECT DETAILS

Education & Workforce Development Seed Program Budget						Project Dates:	09/01/2024-05/31/2025	
Project Title:	Chemurgy is AWESome: Always Welcoming Everyone Community Career Explore Workshops					Project Director:	Dr. Bestie Gardener	
Project Year:						Sponsor:	Iowa NSF EPSCoR	

PERSONNEL

	Name	Title/Role					Salary	Fringe		Fringe	Subtotal
1	Bestie Gardener	Project Director					\$ 1,038	40.90%		\$ 425	\$ 1,463
2	Stewie Student	Assistant					\$ 1,125	0.00%		\$ -	\$ 1,125
3	insert name									\$ -	\$ -
<i>Personnel Subtotal</i>							\$ 2,163			\$ 425	\$ 2,588

TRAVEL

<i>Travel reimbursement rates should be charged at the lesser of your institution's rates or GSA rates: https://www.gsa.gov/travel/plan-book/per-diem-rates</i>											
1	Chemurgy Annual Meeting Travel	Project Director and Student Assistant will present at Annual Meeting									\$ 166.72
2	Other Project Travel	Workshop Travel									\$ 308.40
<i>Travel Subtotal</i>											\$ 475

PARTICIPANT SUPPORT

<i>Expenses such as stipends, travel, subsistence, and registration fees paid to or on behalf of participants or trainees who are the beneficiaries of the project.</i>											
1	Stipends	describe									
2	Travel	describe									\$ -
3	Subsistence	lunch during workshop									\$ 576
4	Other	participant journals and writing utencils (12/day, 3 different days)									\$ 216
<i>Participant Support Subtotal</i>											\$ 792

MATERIALS AND SUPPLIES

1	Items:	postcards and promotional materials									\$ 100
2	Items:	manuplatives and activity supplies									\$ 144
3	Items:	describe									\$ -
<i>Materials and Supplies Subtotal</i>											\$ 244

OTHER DIRECT COSTS

<i>Rename lines 1-4 as needed.</i>											
1	room rental at community centers, \$50/day										\$ 150
2											\$ -
3											\$ -
4											\$ -
<i>Other Direct Costs Subtotal</i>											\$ 150

TOTALS

<i>Total Direct Costs</i>											\$ 4,249
<i>Total Direct Costs Subject to F&A (TDC - Participant Support, including Tuition)</i>											\$ 3,457

Facilities and Administrative Costs

Rate Basis:	de minimis rate	Rate:	10.00%	Base:	\$3,457	F&A Total:	\$ 346
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TOTAL REQUEST											\$ 4,595
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TOTAL PROJECT COST \$ 4,595