University of Notre Dame | RESEARCH

Faculty Research Support Program

Budget Template Directions

Please use the standard Excel budget templates for the Faculty Research Support Program Initiation and Regular Grants. The purpose of these templates is to streamline requests and improve the application experience.

If you need any assistance with the templates please contact Heather H. Boyd, Research Development Program Director, at hboyd@nd.edu or 574.631.4104. For general questions on any of the Internal Grants, please contact intprogs@nd.edu.

Organization of the Templates

The template is organized with personnel costs at the top and non-personnel costs at the bottom. Please enter the numeric budget request into the yellow cells. Fringe benefit amounts will be calculated automatically in the locked cell of the spreadsheet. The yellow shaded cells and the budget justification cell are editable; the remaining cells on the template have been locked to editing to ensure that the budgets submitted will be received in a consistent format.

Total requested costs for the project will be automatically calculated. The maximum costs awarded in the FRSP Initiation and Regular competitions are $10,000 and $100,000, respectively. Please do not exceed the appropriate amount in the budget request. A "Current Budget Request Status" cell (near the top of the budget template) will provide a notification if the requested budget has exceeded, equals, or is less than the maximum award amount.

Please include a brief budget justification in the cell labeled "Budget Justification" at the bottom of the worksheet. The budget justification should briefly describe why these funds are being requested. For example, a $2,000 supplies request could be described as "A total of $2,000 is requested in the supplies category to purchase X, Y, and Z."

Important Note

To request funds that are not reflected in the template, please include the request in the supplies category and then describe the request in the budget justification section.

Helpful Tips

Some budgets will use one or a few of the lines provided, depending on the project. Not every budget category needs to be completed. For example, if it is appropriate for the project, request only supplies.

The "User Fees for Core Facilities" category is for facility or equipment usage fees charged for using the research cores. A list of the research core facilities is available on the following website: http://research.nd.edu/core-facilities/