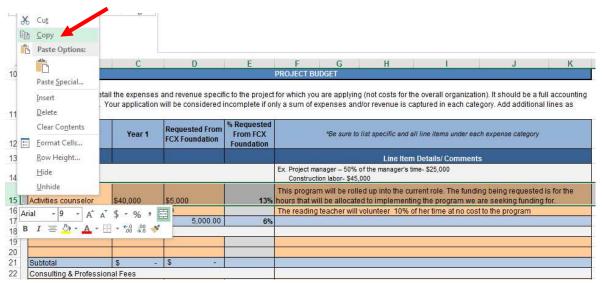This project budget was developed to provide our grant review committee with a tool to evaluate projects and investments more effectively. In the interest of space, we have only added two rows under each section (Personnel Salary, Fringe Benefits, etc.). Your project will likely need more than two rows to capture expenditures. Each row has formulas that MUST be replicated to ensure the budget is populated correctly. Please follow these steps to ensure the project budget formulas stay intact.

1. Highlight the row you want to copy by clicking on the number of the row. In this example we have highlighted Row 15. You MUST click on the actual number.
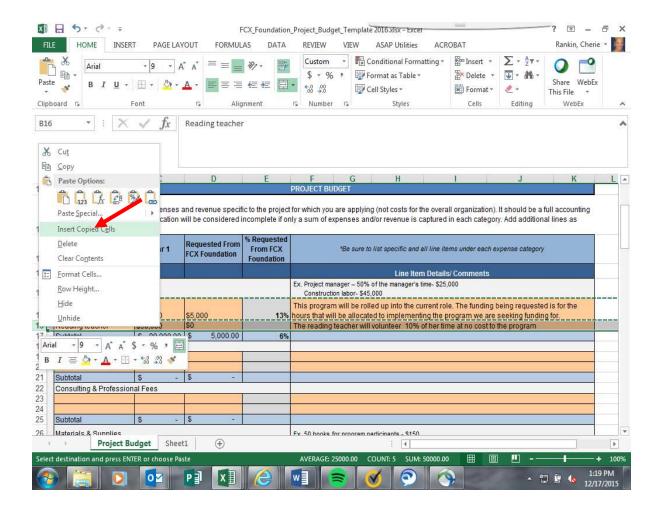

2. Right click the number and select Copy from the pop-up list.

Once you click "Copy" your row will have a dashed highlighted border circulating around it.

3. Right click on the row underneath the row that is dashed and highlighted and select "Insert Copied Cells" In this example that would be Row 16. You MUST click on the number 16.

4. After you insert the copied cell a duplicate row will populate and you can press "Enter".

Now you are able to add as many rows as needed under each section.

*TIP: It is best to make copies of the rows while they are blank.

Questions? Email Cherie at cherie_rankin@fmi.com