

	A	B	C	D
1	Budget Proposal Template			
2	Project Title:			
3	Duration of Project :months/years			
4	Nature of expenditure/ Item	Quantity	% of time	Amount in US Dollars
5	DIRECT COSTS			
6	Personnel			
7	Research Personnel			
8	Principal Researcher/ Principal Investigator			
9	Co-Researcher/Co- Investigator (if applicable)			
10	Research Assistant (part or full time/ Salary/month			
11	Post Doctoral Associate			
12	Graduate Students			
13	Other Professionals:			
14	Technician/ Programer/ Nurse, statisticianetc...			
15	Project Assistant / Administrative Assistant			
16	Clerial Assistance			
17	Personnel Subtotal			
18				
19	Fringe Benefits			
20	(25% on salaries of academic staff)			
21	Fringe benefits Subtotal			
22				
23	Equipment			
24	<i>List of Equipment (include 40% on cost for freight charges)</i>			
25	Subtotal Equipment			
26				
27	Material and Supplies			
28	<i>List Materials and supplies</i>			
29	<i>(include 40% on cost for freight charges for supplies from international sources)</i>			

	A	B	C	D
30	Subtotal Material and Supplies			
31				
32	Travel			
33	International Travel (if Applicable to project)			
34	Airfare and Destination form:...to:	# of Trips		
35	Traveller (Amount / Trip)	# of Trips		
36	Perdiem (\$ / day)	# of Days		
37	Local Transportation (if Applicable to Project)			
38	Taxi Ride: form and to			
39	Cost / Ride	# of rides		
40	Car Rental per day	# of Days		
41	Gasoline Cost			
42	Subtotal Travel			
43				
44	Publication/Reports			
45	Editing & Proofreading			
46	Translation cost/page	# of pages		
47	Book Cover Design			
48	Layout, technical Production & Cost of Paper			
49	Printing			
50	Subtotal Publication			
51				
52	OTHER Direct Costs			
53	Documentation (books & Software)			
54	Consultant Services			
55	Mail & Courier			
56	Communication / Internet/ Photocopying			
57	Subtotal Other Direct Costs			
58				
59	WORKSHOP / CONFERENCE (If applicable)			
60	Workshop / confineror			
61	Travel of Participants			
62	Accomodation / Lodging / day	# of nights		

	A	B	C	D
63	Perdiem / Guest (\$/Day* # of days* number of guests)	# of guests		
64	Invitation cards (Design & Printing)	# of cards		
65	Program (Design & Printing)	# of Programs		
66	Lunch (Cost / Person)	# of People		
67	Coffee Break - \$----/person	# of People		
68	Social Event - \$/guest	# of guests		
69	Photocopy			
70	Press Officer			
71	Materials & Supplies			
72	Conference Equipment (Overhead projector, flip chart, LCD etc)			
73	Sound System \$---/day	# of days		
74	Translation Booth \$---/day	# of days		
75	Simultaneous Translation (Translators) \$ / day	# of days		
76	Subtotal Workshop/Conference			
77	Total Direct Costs			
78	INDIRECT COSTS			
79	Overhead or Indirect Costs @ 20% on Total budget or 61.4% on Salaries only for federal grants			
80	(Accounting Services, Auditor & Lawyers fees, Electricity, Maintenance, Depreciation of Equipment, use of office space, Insurance & renovation, and general project administration)			
81	GRAND TOTAL (total direct costs + Indirect costs)			