Example Internal Budget Spreadsheet

PI Name(s):	**Jane Doe, Juan Smith**	**Proposal Deadline: 06/30/2019**		
Funding Agency:	**ABC Federal Agency**			
Project Period: 1/1/2020 - 12/31/2020				
		Year 1		
		Request	**Match (1:1)**	**Total**
PERSONNEL				
Faculty 1 - Jane Doe	.42 summer mos. requested, .72 AY mos. matched	3,500	6,000	9,500
Faculty 2 - Juan Smith	.75 AY mos. matched	0	5,000	5,000
Faculty 3 - Mentor TBD	3.33% AY effort matched	0	2,500	2,500
Students	6 students, $12/hr, 20 hrs/wk, 9 weeks requested	12,960	0	12,960
	TOTAL SALARIES AND WAGES	**16,460**	**13,500**	**29,960**
FRINGE BENEFITS				
Faculty 1 - Jane Doe	8.54% for summer requested, 31.85% for AY matched	299	1,911	2,210
Faculty 2 - Juan Smith	31.85% for AY matched	0	1,593	1,593
Faculty 3 - Mentor TBD	31.85% for AY matched	0	796	796
Students	0.89% for students taking classes requested	115	0	115
	TOTAL FRINGE BENEFITS	**414**	**4,300**	**4,714**
TOTAL SALARIES, WAGES, AND FRINGE BENEFITS		**16,874**	**17,800**	**34,674**
EQUIPMENT (>$5,000 and having more than 1 year useful life)				
Miscroscope		3,000	5,000	8,000
	TOTAL EQUIPMENT	**3,000**	**5,000**	**8,000**
SUPPLIES				
Research Supplies	Lab supplies, reagents	3,000	4,000	7,000
Laptop	Laptop, accessories	0	1,500	1,500
Software	Software purchase, licenses	0	750	750
	TOTAL SUPPLIES	**3,000**	**6,250**	**9,250**
TRAVEL (include details on lodging, mileage, etc.)				
Collaborative conference travel - local/ regional	2 faculty, mileage (200 miles@.58/mi), registration ($250/each), meals ($52/day, 2 days)	940	0	940
	TOTAL TRAVEL	**940**	**0**	**940**
PARTICIPANT SUPPORT				
Stipends - Student summer housing	6 students, $2500/student	15,000	0	15,000
Collaborative conference travel - local/ regional	6 students, registration ($100 each), meals (52/day, 2 days)	1,224	0	1,224
	TOTAL PARTICIPANT SUPPORT	**16,224**	**0**	**16,224**
OTHER EXPENSES				
Duplication	Poster printing ($45 each, 6 posters)	270	0	270
Publications	Peer-reviewed journal	500	0	500
Consultant	Program evaluation	3,000	0	3,000
	TOTAL OTHER EXPENSES	**3,770**	**0**	**3,770**
TOTAL DIRECT COSTS		**43,808**	**29,050**	**72,858**

Revised Dec 2019

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F&A: 52.2% salaries and wages, per DHHS agreement			*Base =*	*16,460*	*13,500*	*29,960*
	dated 5/8/2019		*F&A =*	0	15,639	15,639
TOTAL				**43,808**	**44,689**	**88,497**

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