

Budget Outline

Principal Investigator (Last, First, Middle):						
Project Dates:						
Program Announcement:			YEAR 1	YEAR 2	YEAR 3	YEAR 4
PERSONNEL			10% = 1.2 calendar months			
Name	Role on Project	% Effort	% Effort	% Effort	% Effort	% Effort
OTHER DIRECT COSTS						
MAJOR EQUIPMENT						
TRAVEL COSTS						
MATERIALS/SUPPLIES/CONSUMABLES						
CONSULTANT COSTS						
OTHER EXPENSES						
HUMAN SUBJECT COSTS						
HUMAN SUBJECTS:		Number of Subjects (#)				
		Projected Cost of Subjects (\$)				
SUBAWARD COSTS						
Subsite Name			Projected \$	Projected \$	Projected \$	Projected \$

ADDITIONAL DETAILS/COSTS

Instructions for using the Budget Outline

HOW TO

Begin by inserting the name of the *Principal Investigator*, the proposed *start and end dates of the project*, and the number of the *program announcement or funding opportunity* into the corresponding fields at the top of the form.

PERSONNEL SECTION

- Please insert the names of the individuals and their respective roles on the project.
- For each personnel member listed, please list their estimated % effort in each year of the project across their corresponding personnel line. Please note that the figure provided represents % effort, *NOT calendar months*. For example, entering 10 in the field under Year 1 % effort, that figure represents 10%, not 10 calendar months.

OTHER DIRECT COSTS SECTION

- Please estimate the \$ amount of each category across each year of the budget.

RESEARCH SUBJECT COSTS SECTION

If there are Human Subjects involvement:

- Please estimate the number of research subjects required in each year of the project in the “Number of Subjects” line.
- Please insert the estimated total \$ amount of research subject costs in each year of the “Projected Cost of Subjects” line.

SUBAWARD COSTS SECTION

- Please list the name of each subaward site and the projected annual total cost \$ amount that you would like to provide each site’s corresponding “Projected \$” field.

ADDITIONAL DETAILS/COSTS

- Please use this section to list additional notes or circumstances that might be helpful for the Office of Research to know in order to create a comprehensive draft of your detailed budget.
- You can also list any additional costs that do not fall into the budget categories above.