

Budget Narrative

INSERT PROJECT TITLE

INSERT PROJECT PERIOD OF PERFORMANCE

Personnel

INSERT DESCRIPTION OF PERSONNEL COSTS. INCLUDE ANY ASSUMPTIONS IN THE COST AND EACH YEAR'S TOTAL COST.

Staff Name, Title, (FTE% for each year of the project)

INSERT DESCRIPTION OF ROLE ON THE PROJECT

Staff Name, Title, (FTE% for each year of the project)

INSERT DESCRIPTION OF ROLE ON THE PROJECT

Staff Name, Title, (FTE% for each year of the project)

INSERT DESCRIPTION OF ROLE ON THE PROJECT

Fringe Benefits

INSERT A DESCRIPTION OF YOUR FEDERALLY APPROVED RATE AND THE ORGANIZATION'S COGNIZANT AUDIT AGENCY. INCLUDE FRINGE BENEFIT COST TOTAL AND YEARLY TOTALS.

Travel

INSERT DESCRIPTION OF TRAVEL COSTS INCLUDING AIRFARE, HOTEL, PER DIEM, LOCAL TRAVEL, AND GROUND TRANSPORTATION. NOTE ALIGNMENT WITH GSA RATES, IF APPLICABLE. INCLUDE TRAVEL COST TOTAL AND YEARLY TOTALS.

Contractual

INSERT DESCRIPTION OF CONTRACTURAL COSTS FOR SUBRECIPIENTS AND CONSULTANTS, INCLUDING STUDENTS AND TEACHERS IN THE RESEARCH GROUP.

Miscellaneous

Software

INSERT COSTS FOR ANALYTIC SOFTWARE SUCH AS DEDOOSE, AND WEB BASED MEETING SOFTWARE, SUCH AS ZOOM. LIST SOFTWARE COST TOTAL AND YEARLY TOTALS.

Incentives

INSERT COSTS FOR PARTICIPANT INCENTIVES. INCLUDE ANY APPLICABLE SERVICE FEE.

- INSERT DESCRIPTION OF FOCUS GROUP AND SURVEY INCENTIVES
 - List number of participants x Incentive Amount = TOTAL COST (BY YEAR OR TYPE OF DATA COLLECTION)

- INSERT THE NEXT YEAR OR TYPE OF DATA COLLECTION- ADD ADDITIONAL LINES AS NEEDED
- INSERT DESCRIPTION OF SURVEY INCENTIVES
 - List number of participants x Incentive Amount = TOTAL COST BY YEAR
 - INSERT THE NEXT YEAR- ADD ADDITIONAL LINES AS NEEDED

Translation

INSERT COSTS FOR TRANSLATION FROM SELECTED VENDOR. INCLUDE THE UNIT COST AND THE NUMBER OF UNITS (e.g. \$0.14 PER WORD). LIST TRANSLATION COST TOTAL AND YEARLY TOTALS.

Transcription

INSERT COSTS FOR TRANSCRIPTION FROM SELECTED VENDOR. INCLUDE THE UNIT COST AND THE NUMBER OF UNITS (e.g. \$1.10 PER MINUTE). LIST TRANSCRIPTION COST TOTAL AND YEARLY TOTALS.

Total Direct Costs

INSERT DIRECT COST TOTAL AND YEARLY TOTALS.

Indirect Costs

INSERT TOTAL COSTS FOR YOUR FEDERALLY APPROVED INDIRECT RATE. INSERT INDIRECT COST TOTAL AND YEARLY TOTALS.

Total Costs for the Project

INSERT TOTAL COSTS FOR THE PROJECT; LIST YEARLY TOTAL.