

PROJECT BUDGET NARRATIVE
Description of requested RDF grant funds

Budget Categories	Description
<i>Direct Costs</i>	
Salaries & Wages Total Requested: \$	Wages for faculty, lab assistants, and staff who are directly involved in the project. Include title, hourly/annual wage, number of hours or percentage of time involved. Include stipends paid to research students (e.g. Lab Assistant - .25 FTE @ \$60,000/year = \$15,000/year)
Fringe Benefits Total Requested: \$	Summarize the fringe benefits provided and include the formula for allocating cost, and the total amount. (e.g. Benefits include FICA, UI, Workers Comp, etc. and are calculated at 22%)
Consultants/ Subcontractors Total Requested: \$	Identify vendors and describe the types of services to be provided (include sub-contracts with vendors). Indicate costs for professional services such as engineering, design, fabrication, etc.
Supplies Total Requested: \$	Describe project-related supplies
Equipment Total Requested: \$	Equipment used for research purposes with a useful life of at least one year and a per unit cost of \$5,000 or more.
Travel Total Requested: \$	Describe project-related travel and include estimated number of miles, mileage reimbursement rate, etc.
Communications/ Publications/ Printing Total Requested: \$	Project-related costs only. Include promotional costs association with the dissemination of project findings.
Other Total Requested: \$	Explain other direct costs not included in the previous categories. Give a detailed description for each item.
\$	Total Direct Costs Requested
<i>Indirect Costs</i>	
Non-research program costs Total Requested: \$	Identify department-related costs, such as classroom or lab facility and equipment.
Administration Total Requested: \$	Include administrative costs that are not included in salaries and wages.
Facilities	Identify project-related institutional facility costs.

Total Requested: \$	
\$	Total Indirect Costs
\$	Total request for RDF Grant Funds as shown on budget spreadsheet