Budget Template
Spreadsheet Directions

1. Use the provided template to create your budget
2. Complete the top section with
   - Sponsoring agency
   - PI name
   - Project Title
   - Date – will automatic fill with today's date
3. Complete each section of the spreadsheet – the spreadsheet will round all numbers to the nearest dollar.

   A. Senior Personnel
   - Put the name of the person in the first column.
   - Designate whether this person is a 9 month or 12 month faculty.
   - Designate how many months of support this person will receive with this funding.
   - Designate the person's current salary.
   - The spreadsheet will calculate the amount of support.
   - The spreadsheet will automatically calculate a 2% escalation for years 2-5. If this is only a one year project, put a 0 (zero) in year 2, and years 2-5 will disappear. If this is a three year project, put a 0 (zero) in year 4, and years 4-5 will disappear, etc.

   B. Other Personnel
   - Graduate students – put the number of graduate students in the column and the amount of support in the next. See Center of Graduate Studies for current salary levels - http://www.nmt.edu/grad-studies-faculty-staff
   - Undergraduate students - put the number of students in the column and the amount of support in the next.
   - Do the same for postdocs, technical support, other professionals, hourly staff, and non-regular employees.
   - Again, the spreadsheet will automatically calculate a 2% escalation for years 2-5. If this is only a one year project, put a 0 (zero) in year 2, and years 2-5 will disappear. If this is a three year project, put a 0 (zero) in year 4, and years 4-5 will disappear, etc.

   C. Fringe Benefits
   - The spreadsheet will automatically calculate the fringe benefits for each employee category using the approved rates.
   - It is recommended you use the actual fringe benefit rate for individuals, instead of the approved fringe benefit rate. To do this please contact Sponsored Projects Administration to receive the actual rate for each individual in budget. If you have multiple persons you can add additional rows in the Fringe Benefits sections for each person.
   - If you chose to use the Fringe Benefit rate the main campus rates should be selected. If you are with another unit, please change the rates using the drop down menu.

- This spreadsheet is built with all senior personnel as faculty. If someone in the senior personnel category is staff, you will need to change the fringe benefit manually to calculate the correct fringe.

D. Equipment
- List the amount for equipment you will purchase where <u>each item</u> is less than $5,000.
- List the amount for equipment you will purchase where <u>each item</u> is more than $5,000.
- You will need to discuss the equipment purchased in your budget justification.

E. Travel
- List the amount each year in domestic and foreign travel.
- You will also need to discuss the travel in your budget justification, giving number of trips, who will travel, where you will travel, and amount for each trip.

F. Participant Costs - This is for items such as housing, meals, travel, stipends.

G. Other Direct Costs
- This is for items such as small equipment and tools (under $1,000), materials, services, non-employee travel, and program evaluators.
- If you have subcontractors, fill in the name of the organization, put the first $25,000 in the designated area (section 9), and any funds above $25,000 in section 10. We do this because we charge indirect costs on the first $25,000, and no indirect costs are charged on subcontracts once they have reached $25,000.

H. The spreadsheet will calculate the total direct costs.

I. Indirect Costs
- The spreadsheet will automatically calculate the Indirect Costs using the main campus rate for on-campus research.
- If you need to use the off-campus rate, or if you are with another unit, please change the rate using the drop down menu.

J. The spreadsheet will calculate the total amount of the request for each year and cumulative.