



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF EDUCATION PROGRAMS

Sample Research and Related Budget Form and Budget Justification

The attached document contains a sample Research and Related Budget Form and budget justification. It is not intended to serve as a model, but to give you a sense of how a budget and justification may be crafted. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations. Prospective applicants should consult the current Humanities Initiatives guidelines, which reflect the most recent information and instructions, at:

- [Humanities Initiatives at Colleges and Universities](#)
- [Humanities Initiatives at Historically Black Colleges and Universities](#)
- [Humanities Initiatives at Hispanic-Serving Institutions](#)
- [Humanities Initiatives at Tribal Colleges and Universities](#)
- [Humanities Initiatives at Community Colleges](#)

Applicants are also strongly encouraged to consult with the NEH Division of Education Programs staff well before a grant deadline.

Note: The attachment only contains the Research and Related Budget Form and budget justification, not the entire funded application. In addition, certain portions may have been redacted to protect the privacy interests of an individual and/or to protect confidential commercial and financial information and/or to protect copyrighted materials.

RESEARCH & RELATED BUDGET - Budget Period 1

OMB Number: 4040-0001
Expiration Date: 12/31/2022

UEI:

Enter name of Organization:

Budget Type: Project Subaward/Consortium

Budget Period: 1 Start Date: End Date:

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
Dr.	Jane		Smith		101,846.00		1.00	0.50	16,974.00	3,112.00	20,086.00
Project Role: <input type="text" value="Project Director"/>											
Dr.	Alice		Chen		92,201.00		1.00		10,245.00	2,254.00	12,499.00
Project Role: <input type="text" value="Project Team Member"/>											
Dr.	Mark		Jones		106,419.00			0.50	5,912.00	650.00	6,562.00
Project Role: <input type="text" value="Project Team Member"/>											
Dr.	John		Robinson		95,481.00			0.50	5,305.00	584.00	5,889.00
Project Role: <input type="text" value="Project Team Member"/>											

Additional Senior Key Persons: Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Undergraduate Students	6.00	<input type="text"/>	<input type="text"/>	5,490.00	275.00	5,765.00
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number Other Personnel Total Other Personnel

Total Salary, Wages and Fringe Benefits (A+B)

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item

Funds Requested (\$)

Smart Board

5,725.00

Additional Equipment:

Add Attachment

Delete Attachment

View Attachment

Total funds requested for all equipment listed in the attached file

Total Equipment

5,725.00

D. Travel

Funds Requested (\$)

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)

2,400.00

2. Foreign Travel Costs

Total Travel Cost

2,400.00

E. Participant/Trainee Support Costs

Funds Requested (\$)

1. Tuition/Fees/Health Insurance

2. Stipends

10,000.00

3. Travel

1,000.00

4. Subsistence

1,950.00

5. Other

Number of Participants/Trainees

Total Participant/Trainee Support Costs

12,950.00

F. Other Direct Costs**Funds Requested (\$)**

1. Materials and Supplies	80.00
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. Workshops with 3 Museums	2,400.00
9. Library holdings	1,500.00
10. Lecture Series Speaker Honorarium	8,475.00
11.	
12.	
13.	
14.	
15.	
16.	
17.	
Total Other Direct Costs	12,455.00

G. Direct Costs**Funds Requested (\$)****Total Direct Costs (A thru F)** 84,331.00**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Pre-Determined	36.50	65,656.00	23,964.00

Total Indirect Costs 23,964.00**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

U.S. Dept. of Health & Human Services (DHHS), Shelly Winter, (202) 606-8400

I. Total Direct and Indirect Costs**Funds Requested (\$)****Total Direct and Indirect Institutional Costs (G + H)** 108,295.00**J. Fee****Funds Requested (\$)****K. Total Costs and Fee****Funds Requested (\$)****Total Costs and Fee (I + J)** 108,295.00**L. Budget Justification**

(Only attach one file.)

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

RESEARCH & RELATED BUDGET - Budget Period 2

OMB Number: 4040-0001
Expiration Date: 12/31/2022

UEI:

Enter name of Organization:

Budget Type: Project Subaward/Consortium

Budget Period: 2 Start Date: End Date:

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
Dr.	Jane		Smith		104,901.00			0.50	5,828.00	641.00	6,469.00
Project Role: <input type="text" value="PD/PI"/>											
Dr.	Mark		Jones		109,612.00			0.50	6,090.00	670.00	6,760.00
Project Role: <input type="text" value="Project team member"/>											
Dr.	John		Robinson		98,345.00			0.50	5,464.00	601.00	6,065.00
Project Role: <input type="text" value="Project team member"/>											

Additional Senior Key Persons: **Total Funds requested for all Senior Key Persons in the attached file**

Total Senior/Key Person

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Undergraduate Students	6.00	<input type="text"/>	<input type="text"/>	5,490.00	275.00	5,765.00
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Total Number Other Personnel						Total Other Personnel <input type="text" value="5,765.00"/>
					Total Salary, Wages and Fringe Benefits (A+B)		<input type="text" value="25,059.00"/>

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item

Funds Requested (\$)

Additional Equipment:

Add Attachment

Delete Attachment

View Attachment

Total funds requested for all equipment listed in the attached file

Total Equipment

D. Travel

Funds Requested (\$)

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)

2. Foreign Travel Costs

Total Travel Cost

E. Participant/Trainee Support Costs

Funds Requested (\$)

1. Tuition/Fees/Health Insurance

2. Stipends

3. Travel

4. Subsistence

5. Other

Number of Participants/Trainees

Total Participant/Trainee Support Costs

F. Other Direct Costs**Funds Requested (\$)**

1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. Library holdings	5,220.00
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
Total Other Direct Costs	5,220.00

G. Direct Costs**Funds Requested (\$)****Total Direct Costs (A thru F)** 30,279.00**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Pre-Determined	36.50	30,279.00	11,052.00

Total Indirect Costs 11,052.00**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

U.S. Dept. of Health & Human Services (DHHS), Shelly Winter, (202) 606-8400

I. Total Direct and Indirect Costs**Funds Requested (\$)****Total Direct and Indirect Institutional Costs (G + H)** 41,331.00**J. Fee****Funds Requested (\$)****K. Total Costs and Fee****Funds Requested (\$)****Total Costs and Fee (I + J)** 41,331.00**L. Budget Justification**

(Only attach one file.)

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals (\$)
Section A, Senior/Key Person		64,330.00
Section B, Other Personnel		11,530.00
Total Number Other Personnel	2	
Total Salary, Wages and Fringe Benefits (A+B)		75,860.00
Section C, Equipment		5,725.00
Section D, Travel		2,400.00
1. Domestic	2,400.00	
2. Foreign		
Section E, Participant/Trainee Support Costs		12,950.00
1. Tuition/Fees/Health Insurance		
2. Stipends	10,000.00	
3. Travel	1,000.00	
4. Subsistence	1,950.00	
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		17,675.00
1. Materials and Supplies	80.00	
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1	7,620.00	
9. Other 2	1,500.00	
10. Other 3	8,475.00	
11. Other 4		
12. Other 5		
13. Other 6		
14. Other 7		
15. Other 8		
16. Other 9		
17. Other 10		

Section G, Direct Costs (A thru F)

114,610.00

Section H, Indirect Costs

35,016.00

Section I, Total Direct and Indirect Costs (G + H)

149,626.00

Section J, Fee

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Section K, Total Costs and Fee (I + J)

149,626.00

Sample Budget Justification

New humanities minor program at Sample University (For Illustrative Purposes Only)

Section A. Senior/Key Person

- Dr. Jane Smith, Project Director (Year 1 - 1.0 academic months/course release & 0.5 summer months; Year 2 - 0.5 summer months) Dr. Smith will lead the development of new courses, syllabi and new minor proposal. Dr. Smith will also work with community partners to establish workshops and other collaborative projects. YR 2 reflects a 3% increase in salary.

- Dr. Alice Chen, Project Team Member (Year 1 – 1.0 academic months/course release) Dr. Chen will assist in the development of the core curriculum and course syllabi. Dr. Chen will also help with community partners. She has existing relationships with several local organizations. Dr. Chen’s effort will be concentrated in year one.

- Dr. Mark Dr. Jones, Project Team Member (Year 1 & Year 2 - 0.5 summer months) Dr. Jones will work across the General Education curriculum in all colleges to identify courses from other colleges that could become GE categories in the new minor. Dr. Jones will work with those faculty to facilitate the process of making their courses count in the General Education category for minor courses. Dr. Jones will also work to identify community partners from his existing relationships with area high schools and community colleges. Year 2 reflects a 3% increase in salary.

- Dr. John Robinson, Project Team Member (Year 1 & Year 2 – 0.5 summer months) Dr. Robinson will work with Dr. Jones to identify the courses that could be made into new minor GE courses and work with the interdisciplinary minor faculty to facilitate new courses that could be developed. Year 2 reflects a 3% increase in salary.

Fringe Benefits

- Faculty fringe benefit rate: 22.0% for academic year and 11% for summer salaries

Section B. Other Personnel

- TBD Part-Time Undergraduate Student (Year 1 and Year 2 - 15 hours per week X \$15.25/ hour X 24 weeks) This individual will maintain files and information for all the faculty who are working on these programs. A centralized office needs to maintain the flow of information between the group while making sure that all processes are being recorded and sent to the proper administrators on campus. Scheduling of meetings, maintaining records, internal and external communications between and among community partners will also be part of their purview.

Fringe Benefits

- Student fringe benefit rate: 5% for student salaries.

Section C. Equipment

- \$5,725.00 is requested in Year 1 to purchase one Smart Board. The Smart Board will be used during the workshops.

Section D. Travel

- Domestic travel (amounts calculated using GSA rates):
\$2,400 is requested in Year 1 for the Project Director and 3 Team Members to travel from Los Angeles, CA to Orlando, FL. for the Humanities Assoc. Conference for project dissemination:
 - Airfare for the Project Director and 3 Team Members: \$1,400.00 (\$350.00 X 4 people)
 - Hotel in Orlando, Florida.: \$1,000.00 (\$250.00/night X 2 nights X 2 rooms)

Section E. Participant/Trainee Support Costs

- \$12,950.00 is requested in Year 1 for participant support costs to provide financial assistance for workshop participants:
 - Stipends: \$10,000.00 (\$500.00 X 20 participants)
 - Travel: \$1,000.00 for local travel to workshops (\$50.00 X 20 participants)
 - Subsistence: \$1,950.00 for room and board (\$97.50 X 20 participants X 1 night)

F. Other Direct Costs

- Supplies
 - \$80.00 is requested in Year 1 for workshop specific supplies.
- Workshops with Museums and Community Partners
 - \$2,400.00 is requested in Year 1 to host three day-long workshops with museums and community partners to cover expenses for museum usage
Year 1 = \$2,400.00 (\$800/day x 3 workshops).
- Library Holdings
 - \$1,500.00 is requested in Year 1 and \$5,220.00 in Year 2 to support the purchase of monographic materials such as books or audiovisual materials (CDs, DVDs, etc.) for the minor program:
Year 1 = \$1,500.00 (\$15.00/CD X 100 items)
Year 2 = \$5,220.00 (\$104.40/book X 50 items)
- Lecture Series Honorarium
 - \$8,475.00 is requested in Year 1 to pay honorariums for 15 guest speakers for the Fall 2022 Lecture Series:
Year 1 = \$565.00/hour X 1 hour X 15 guest speakers

Section G. Total Direct Costs

- Total direct costs = \$114,610.00.

Section H. Indirect Costs

- Total indirect costs applied to the budget = \$35,016.00
The indirect costs are calculated using a rate of 36.5% for Other Sponsored Activities, On-Campus using a modified total direct cost base excluding participant support costs and equipment based per our federally negotiated indirect cost rate agreement approved by the Department of Health and Human Services.

Section I. Total Direct and Indirect Costs

- Total direct and indirect costs for 2 years = \$149,626.00.