

TOEFL® Committee of Examiners (COE) Research Grants

Sample Budget Specifications

Budget	20XX calendar year		20XX calendar year		Total	
	Hours	Cost	Hours	Cost	Hours	Cost
1a. Personnel (list individual project members who will receive payment)						
Project director						
Research assistant						
Research statistician						
...						
1b. Departmental Charges						
Subtotal personnel						
2. External staff						
3. Data processing						
4. Conference travel						
5. Participant payments						
6. Other project materials						
7. Total Direct Cost (1 – 6)						
8. Indirect Cost/Overhead						
9. Total Cost (7+8)						

NOTE: All budget amounts must be in U.S. dollars. It is the intention of ETS and the TOEFL® Committee of Examiners to make any/all award(s) in US dollars. The total cost of the project, including indirect costs (overhead), cannot exceed USD 100,000. **ETS prefers to select bids which respect its non-profit status. We therefore request that the overhead rate not exceed 15%.**

Sample Explanation of Line Items

(Please adapt to your own line items and include in project proposal)

1a. Staff

- Project Director (name): Designs study; directs conduct of study; coordinates activities of other project staff; works with other project staff in selecting data set, choosing method of data analysis, and interpreting results; writes final report; prepares report for journal publication; presents report at a conference.
- Research Statistician (name): Consults on methods of data analysis and interpretation of results.
- Research Data Analyst (name): Writes computer programs for analysis of data.
- Research Assistant (name): Assists in tabulation and consolidation of data.

1b. Departmental Charges

(See Budget Notes, Section B, on next page)

2. External Staff

The following individual(s) (name and organization) will serve as external consultants on this project. They will assist in developing study instruments and provide general advice regarding the design of the study and interpretation of the data. Each is expected to devote approximately X days to these activities and will be paid USD Y per day.

3. Data Processing

Costs of computer time for analysis of data.

4. Conference Travel

In calendar year __, the project director will present a report on the project at the _____ conference. Total travel expenses per calendar year should not exceed USD 1,000 for domestic travel or USD 1,500 for international travel. Under exceptional circumstances, additional funding for conference travel may be provided. If you do have extraordinary conference travel needs, please consult with ETS before submitting your project budget.

5. Participants will be paid USD ___ each.

6. Other Project Expenses

Expenses incurred in travel related to data collection, phone and mail communication with the consultants, and costs of photocopying and miscellaneous supplies. All "other" expenses should be itemized in the budget table. Please note that this research funding cannot be used for the purchase of software or computers.

8. Overhead (See Budget Notes, Section D, on next page)

Sample Budget Notes

(Please adapt to your own budget and include in project proposal)

A. Staff

Under the (organization name) accounting system, hourly employee salary rates are used to distribute the salary of staff to the various projects. The rate assigned to an individual staff member is reflective of the average salary of those members within the department whose staff positions fall within the same salary grade.

B. Departmental Charges

Departmental charges are computed as a percentage of direct salary charges to the project. A separate rate is computed for each department which includes employee cash and noncash fringe benefits, facility and equipment use charges, departmental supervision, and office supplies and services. The total budgeted amounts shown are an approximate breakdown of those components.

Rates are between X and Y times basic staff cost.

Cash fringe benefits consist of: legally required benefits, which include FICA, Workmen's Compensation, Unemployment and Temporary Disability; and insurance and retirement benefits, which include retirement annuity, group life, Major Medical, total disability, hospital-surgical and travel insurance for staff traveling on (organization) business.

Noncash benefits consist of vacation, sick time, and other time off with pay.

C. Data Processing Costs

Data processing is charged at hourly rates which include operator and departmental charges.

D. General and Administrative Costs (Overhead)

General and administrative costs are computed as a percentage of budget items 1 & 2 and consist of those costs which cannot be assigned to a specific project but benefit all projects performed by (organization). Examples of these costs are those incurred by the organization management, human resources, and library staff. ETS prefers to select bids which respect its non-profit status. We therefore request that the overhead rate does not exceed 15%.