	A	B	C	D
1	**Budget Proposal Template**			
2	**Project Title:**			
3	**Duration of Project : ……..months/years**			
4	**Nature of expenditure/ Item**	**Quantity**	**% of time**	**Amount in US Dollars**
5	**DIRECT COSTS**			
6	**Personnel**			
7	Research Personnel			
8	Principal Researcher/ Principal Investigator			
9	Co-Researcher/Co- Investigator (if applicable)			
10	Research Assistant (part or full time/ Salary/month			
11	Post Doctoral Associate			
12	Graduate Students			
13	Other Professionals:			
14	Technician/ Programer/ Nurse, statisticianetc...			
15	Project Assistant / Administrative Assistant			
16	Clerial Assistance			
17	***Personnel Subtotal***			
18				
19	**Fringe Benefits**			
20	(25% on salaries of academic staff)			
21	***Fringe benefits Subtotal***			
22				
23	**Equipment**			
24	*List of Equipment (include 40% on cost for freight charges)*			
25	***Subtotal Equipment***			
26				
27	**Material and Supplies**			
28	*List Materials and supplies*			
29	*(include 40% on cost for freight charges for supplies from international sources)*			

	A	B	C	D
30	***Subtotal Material and Supplies***			
31				
32	**Travel**			
33	**International Travel** (if Applicable to project)			
34	Airfare and Destination form:...to:	# of Trips		
35	Traveller (Amount / Trip)	# of Trips		
36	Perdiem ($ / day)	# of Days		
37	**Local Transportation** (if Applicable to Project)			
38	Taxi Ride: form and to			
39	Cost / Ride	# of rides		
40	Car Rental per day	# of Days		
41	Gasoline Cost			
42	***Subtotal Travel***			
43				
44	**Publication/Reports**			
45	Editing & Proofreading			
46	Translation cost/page	# of pages		
47	Book Cover Design			
48	Layout, technical Production & Cost of Paper			
49	Printing			
50	***Subtotal Publication***			
51				
52	**OTHER Direct Costs**			
53	Documentation (books & Software)			
54	Consultant Services			
55	Mail & Courrier			
56	Communication / Internet/ Photocopying			
57	***Subtotal Other Direct Costs***			
58				
59	**WORKSHOP / CONFERENCE (If applicable)**			
60	Workshop / conference Coordinator			
61	Travel of Participants			
62	Accomodation / Lodging / day	# of nights		

	A	B	C	D
63	Perdiem / Guest ($/Day* # of days* number of guests)	# of guests		
64	Invitation cards (Design & Printing)	# of cards		
65	Program (Design & Printing)	# of Programs		
66	Lunch (Cost / Person)	# of People		
67	Coffee Break - $----/person	# of People		
68	Social Event - $/guest	# of guests		
69	Photocopy			
70	Press Officer			
71	Materials & Supplies			
72	Conference Equipment (Overhead projector, flip chart, LCD etc)			
73	Sound System $----/day	# of days		
74	Translation Booth $---/day	# of days		
75	Simultaneous Translation (Translators) $ / day	# of days		
76	***Subtotal Workshop/Conference***			
77	***Total Direct Costs***			
78	***INDIRECT COSTS***			
79	Overhead or Indirect Costs @ 20% on Total budget or 61.4% on Salaries only for federal grants			
80	(Accounting Services, Auditor & Lawyers fees, Electricity, Maintenance, Depreciation of Equipment, use of office space, Insurance & renovation, and general project administration)			
81	***GRAND TOTAL (total direct costs + Indirect costs)***			