

Sample BUDGET NARRATIVE

Personnel

Project Coordinator: Dr. Person \$ 5,556

Annual Salary \$50,000 / 9 months = \$5,556 monthly salary

Dr. Person will serve as Project Coordinator and provide general oversight and management for the program. Dr. Person will be responsible for ensuring that all program activities are accomplished in a timely and effective manner, supervise and provide direction for project support personnel, Chair the selection committee, and oversee recruitment and monitoring. Dr. Person will be compensated for one month during the summer session.

Administrative Assistant: Ms. Helpful \$ 795

Annual Salary \$25,000 / 1,888 hours = \$13/hr x 5 hrs x 12 months

Ms. Helpful will provide administrative support for the program. She will process official documents and maintain program ledgers. She will also monitor and maintain program records.

Ms. Helpful will receive compensation for five hours of work per month throughout the project period.

Graduate Assistant: To be Hired \$ 2,880

\$9/hr x 10hrs/wk x 32 weeks

A graduate student will be hired to provide routine clerical and administrative support 10 hours per week September - April. The student will be paid an hourly rate of \$9/hour.

Fringe Benefits \$ 2,418

Full - time employees @ 34% \$ 2,159

Student employees @ 9% \$ 259

Participant Support

Participant Tuition & Fees \$ 52,200

We will provide tuition / fee support for five students in Fall semester plus an additional 5 students to be added in Spring semester. Of the 10 students to be served in Cohort 1, we estimate that 4 will enroll full-time and the remaining 6 will enroll part-time.

Spring 2004: 3 part-time students @ \$1,626 \$ 4,878

2 full-time students @ \$2,451 \$ 4,902

Fall 2005: 6 part-time students @ \$1,626 \$ 9,756

4 full-time students @ \$2,451 \$ 9,804

Summer 2005: 8 full-time students @ \$2,451 \$ 19,608

2 part-time @ 1,626 \$ 3,252

Textbooks \$ 3,840
We will provide textbook stipends of \$60/class for 64 classes.

Supplies

General Office Supplies \$ 500
Phone and postage supplies \$ 200
Refreshments for Information meetings \$ 200
Duplication and Printing \$ 500
Travel (one trip to Nashville) \$ 150

TOTAL DIRECT COSTS \$ 69,239

Indirect Costs @ 8% \$ 5,539

TOTAL REQUEST \$ 74,778