

**SAMPLE BUDGET NARRATIVE**

**PERSONNEL**

**Primary Investigator: Dr. A**

	Y1		Y2		Y3		Y4
12.5% Academic Year release x \$58,777 salary (Y1 only)	\$ 7,347	\$	-	\$	-	\$	-
10% Summer Salary x \$58,777 salary	\$ 5,878	\$	5,996	\$	6,115	\$	6,238

\*\*Note: a 2% salary increase has been budgeted each year

Dr. A will serve as PI and oversee all aspects of program implementation including recruitment and selection processes, hiring and providing work direction to the Project Manager, preparing and submitting reports to program stakeholders and the U.S. Department of Education.

Dr. A will be released from one course in Y1 to supervise project implementation. She will dedicate 10% effort to the project each year during the summer when recruitment and follow-up with participants will be most critical.

<b>Project Director: To be hired @ 75%</b>	\$ 33,750	\$	34,425	\$	35,114	\$	35,816
75% x \$45,000							

\*\*Note: a 2% salary increase has been budgeted each year

The Project Director will manage all day-to-day program operations including maintaining financial records, obtaining appropriate documents for grant activities, assisting with scheduling and purchasing, etc. This person will be hired at 75% effort.

<b>TOTAL PERSONNEL</b>	\$ 46,975	\$	40,421	\$	41,229	\$	42,054
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**FRINGE BENEFITS**

**Fringe Benefits for Full-time Personnel @ 34%**

Fringe benefits for full-time UTC personnel are calculated at 34% of wages.	\$ 15,972	\$	13,743	\$	14,018	\$	14,298
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<b>TOTAL FRINGE BENEFITS</b>	\$ 15,972	\$	13,743	\$	14,018	\$	14,298
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**TRAVEL**

**Travel to 3-day Project Directors mtg. In Washington, D.C.**

\$1,200 x 2 personnel (Y1-3; 1 traveler Y4)	\$ 2,400	\$	2,400	\$	2,400	\$	1,200
Airfare @ \$545							
Lodging @ \$150 x 3 nights							
Per Diem @ \$45 x 4 travel days							
Ground Transportation @ \$25							

Per the program guidelines, Dr. A and the Project Director will plan to attend a 3-day Project Director's Meeting in Washington, D.C. each year. Airfare, lodging, per diem, and ground transportation have been budgeted in the amounts listed above. In Y4, only one staff member will attend the meeting.

<b>TOTAL TRAVEL</b>	\$ 2,400	\$	2,400	\$	2,400	\$	1,200
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**SUPPLIES**

**General Office Supplies**

\$150/month x 12 months (Y1-3; \$75/month Y4)	\$ 1,800	\$	1,800	\$	1,800	\$	900
Administering the project will require a reasonable amount of consumable office supplies.							

**Computer / Printer for Project Director**

The Project Director will need a computer and printer in order to carry out project responsibilities (e.g., construct and maintain program website, interact with participants / recruits / completers, etc.).	\$2,500	\$	-	\$	-	\$	-
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**Recruitment Supplies** \$ 1,800 \$ 1,800 \$ 1,800 \$ -  
 \$150/month x 12 months (Y1-3; \$0 in Y4)  
 Recruiting participants will be a major program activity, and a reasonable amount of funds have been budgeted to undertake recruitment activities. In Y4, recruitment efforts will be institutionalized.

**Copying / Duplication** \$ 1,200 \$ 1,200 \$ 1,200 \$ 1,200  
 \$100/month x 12 months  
 Administering the project will require some copying and duplication of program documents for record-keeping, reporting, and other purposes.

**Phone / Fax Installation** \$ 300  
**Phone / Fax Monthly Fees \$20/month x 12 months** \$ 240 \$ 240 \$ 240 \$ 240  
 Administering the project will require the installation of a phone line for the Project Director in Y1. Installation fees as well as monthly service fees for the line have been budgeted.

**TOTAL SUPPLIES** \$ 7,840 \$ 5,040 \$ 5,040 \$ 2,340

**TOTAL DIRECT COSTS** \$ 73,187 \$ 61,603 \$ 62,687 \$ 59,892

**INDIRECT COSTS @ 8% x TOTAL DIRECT COSTS** \$ 5,855 \$ 4,928 \$ 5,015 \$ 4,791  
 Per program guidelines, UTC is requesting indirect costs at 8% of total direct costs (exclusive of student stipends).

**STUDENT STIPENDS**

**Graduate Tuition**  
 Y1: 25 students x 3 courses x \$934 tuition & fees / course \$ 70,050  
 Y2: 30 students x 3 courses x \$981 tuition & fees \$ 88,290  
 Y3: 25 students x 3 courses x \$1,030 tuition & fees \$ 77,250  
 Y4: 20 students x 3 courses x \$1,082 tuition & fees \$ 64,920  
 \*\*Note: a 5% tuition increase has been budgeted each year  
 In Y1, 25 students will be recruited. In Y2, the original 25 will complete the program and 5 additional students will be recruited. In Y3, the 5 students from Y2 will complete the program, and 20 additional students will be recruited. In Y4, these 20 students will complete the program. This structure has been designed to maximize the number of participants who can be served while adhering to funding restrictions.

**Textbook / Materials / Cost of Attendance Stipend**  
 Y1: 25 students x \$1,200 stipend \$ 30,000  
 Y2: 30 students x \$1,200 stipend \$ 36,000  
 Y3: 25 students x \$1,200 stipend \$ 30,000  
 Y4: 20 students x \$1,200 stipend \$ 24,000  
 The cost of attendance for target students is \$16,060.00 according to UTC's Financial Aid office. To defray the cost of attendance, we will offer all students a cost of attendance stipend in addition to tuition and fee support. These funds will help to defray the costs of textbooks and educational materials, travel, housing, and other expenses associated with college attendance.

**Travel stipend**  
 Y1: 15 students (est. to attend) x \$1,000 travel stipend \$ 15,000  
 Y2: 5 students (est. to attend) x \$1,000 travel stipend \$ 5,000  
 Y3: 10 students (est. to attend) x \$1,000 travel stipend \$ 10,000  
 Y4: 5 students (est. to attend) x \$1,000 travel stipend \$ 5,000  
 During the course of study, each participant will be strongly encouraged to travel to a professional conference such as the annual National Association for the Education of the Young Child Conference, the Council for Exception Children Conference, or other appropriate meetings

in order to provide them with current research information, appropriate strategies and implementation ideas, and other valuable information and assistance. Each participant will be eligible to receive a travel stipend of \$1,000 to attend a conference. While it is not anticipated that all students will be able to participate in travel to professional conferences, it is expected that 35 students will take advantage of this opportunity.

<b>TOTAL TRAINING STIPENDS</b>	<b>\$</b>	<b>115,050</b>	<b>\$</b>	<b>129,290</b>	<b>\$</b>	<b>117,250</b>	<b>\$</b>	<b>93,920</b>
<b>TOTAL PROGRAM COST</b>	<b>\$</b>	<b>194,092</b>	<b>\$</b>	<b>195,821</b>	<b>\$</b>	<b>184,952</b>	<b>\$</b>	<b>158,603</b>
<b>% of total costs/year for student support</b>		<b>60%</b>		<b>66%</b>		<b>64%</b>		<b>60%</b>