



Form D: Budget Details

Example: Use this suggested format for documenting proposed detailed budget requirements.

1. Direct Personnel Costs Budget Detail

Name	Role on Project	% Time on Project	Base Salary	Salary Requested	Fringe Benefits	Cost
Subtotal for Personnel Costs						

Budget Justification:
< insert narrative >

2. Direct Consultant Costs Budget Detail

Name	Organizational Affiliation	Expected Hours	Fees	Travel	Other	Cost
Subtotal for Consulting Costs						

Budget Justification:
< insert narrative >

3. Direct Equipment Costs Budget Detail

Item of Equipment	Costs
Subtotal for Equipment Costs	

Budget Justification:
< insert narrative >



4. Direct Supply Costs Budget Detail

Supply Category	Costs
Subtotal for Supply Costs	

Budget Justification:
< insert narrative >

5. Direct Travel Costs Budget Detail

Purpose	Destination	Cost
Subtotal for Travel Costs		

Budget Justification:
< insert narrative >

6. Direct Other Costs Budget Detail

Itemized Expense	Costs
Subtotal for Other Direct Costs	

Budget Justification:
< insert narrative >

7. Direct Consortium & Contractual Costs Budget Detail

Consortium Member Organization or Contractor	Costs
Subtotal for Consortium & Contractual Costs	

Budget Justification:
< insert narrative >