

Dear applicant,

The form on the following pages is set to automatically calculate subtotals and totals as you enter amounts for each category. However, you may run into some glitches that appear to be unavoidable. Just view them as little brain-teasers from Adobe:

1. Occasionally—and especially as you're entering second-year salaries for personnel—subtotals may not calculate correctly until you have actually moved on to the next personnel category.
2. If you need to go back to change any numbers you've already entered, the subtotals don't always recalculate.

If you do notice this happening, don't worry about it. As long as the data you enter is correct, we can deal with errors in the subtotals. Just use the commenting tools to make a note to us to watch out for any incorrect subtotals that you see. It's a bit of a nuisance, but we figured it was still preferable to making you do all the calculations yourselves. And we hope Adobe will have fixed it before you're ready to do your mid-term reports!

If you run into any other questions, don't hesitate to call me at 866.584.6758, ext. 302, or email me at MPolonsky@societyfp.org.

Marlo Polonsky
Grants Officer

PROJECT BUDGET

TO BE SUBMITTED WITH RESEARCH GRANT APPLICATION

PRINCIPAL INVESTIGATOR _____

INSTITUTION _____

PROJECT TITLE _____

	YEAR 1	YEAR 2	TOTAL
DATE RANGE			
(small grants are 12 months only; large grants can be 12 or 24 months)	_____	_____	
SALARIES & BENEFITS			
Principal Investigator (SFP Fellow ONLY)			
Fringe benefit percentage of salary	_____	_____	
Project salary	_____	_____	_____
Fringe benefits	_____	_____	_____
SUBTOTAL	_____	_____	_____
Technical Personnel			
(list by name and degree/title)			
1. _____			
Fringe benefit percentage of salary	_____	_____	
Project salary _____	_____	_____	_____
Fringe benefits	_____	_____	_____
SUBTOTAL	_____	_____	_____
2. _____			
Fringe benefit percentage of salary	_____	_____	
Project salary _____	_____	_____	_____
Fringe benefits	_____	_____	_____
SUBTOTAL	_____	_____	_____

(continued on next page)

3 _____
 Fringe benefit percentage of salary _____
 Project salary _____
 Fringe benefits _____
SUBTOTAL _____

4 _____
 Fringe benefit percentage of salary _____
 Project salary _____
 Fringe benefits _____
SUBTOTAL _____

5 _____
 Fringe benefit percentage of salary _____
 Project salary _____
 Fringe benefits _____
SUBTOTAL _____

6 _____
 Fringe benefit percentage of salary _____
 Project salary _____
 Fringe benefits _____
SUBTOTAL _____

SALARIES/BENEFITS SUBTOTAL _____

SUPPLIES (categorize below)

SUBTOTAL _____

(continued on next page)

EQUIPMENT (itemize below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBTOTAL

_____	_____	_____
-------	-------	-------

OTHER EXPENSES (itemize below)
(*NOT indirect expenses*)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBTOTAL

_____	_____	_____
-------	-------	-------

TRAVEL (to complete the project)

_____	_____	_____	_____
-------	-------	-------	-------

DIRECT COSTS TOTAL

_____	_____	_____
-------	-------	-------

INDIRECT COSTS

(must be no more than 10% of the budget
of a small grant or 20% that of a large grant)

_____	_____	_____
-------	-------	-------

GRANT TOTAL

_____	_____	_____
-------	-------	-------

NOTE: WHEN YOU SAVE THIS FORM, PLEASE USE THIS FORMAT FOR THE FILE NAME: YOURLASTNAME_BUDGET.PDF

RESET FORM

PRINT FORM

SAVE FORM

EMAIL FORM