



Project Budget Worksheet

I. Proposal Information

a. Sponsor Name:	
b. RFP Name:	
RFP Number:	
c. Sponsor Deadline:	
d. Project Name:	
e. Overall PI Name/Institution:	
f. Institutional PI/Co-PI Name/Institution:	
g. Project Start Date:	
h. Project End Date:	
i. Total Project Budget: Auto calculates from costs identified below.	

II. Labor Costs

a. Faculty: List total cost for all faculty supporting the project by academic institution. Include salary based on level of effort for each faculty.

Institution	Total Salary
Total	\$

b. Support Staff / Post-Docs / Research Scientists / Lab Managers / Hourly

List total cost for all support staff, etc., supporting the project by academic institution. Include salary and fringe benefit based on level of effort for each faculty. Each institution has their own fringe rate and this rate will be used in calculating total fringe.

Institution	Total Salary
Total	\$

c. Graduate Research Assistants (GRAs)

List total cost for graduate research assistances by institution.

Institution	Total
Total	\$

Include tuition in budget? (Select Yes or No) Yes No

d. Fringe Benefits: Include fringe benefit based on level of effort for each faculty and staff. Each institution has their own fringe rate and this rate will be used in calculating total fringe. ODU Fringe rate for CCI funded projects is 23.25% + 12,000

Calculations: Annual Salary x Fringe Rate (.2325 + 12000) x % of effort = Total Fringe

Institution	Total
Total	\$

III. Other Direct Costs

Use the table below to plan other expenses are needed to accomplish the project. Include institution receiving funding in the description along with a brief description of the item requested.

Category/Description	Total Budget
a. Equipment	
b. Materials & Supplies	
c. Travel	
d. Subcontract & Consultant	
e. Other Expenses	
Total Other Direct Costs	\$

IV. Subcontractors / Consultants

If you will need any subcontractors or consultants for your project, please provide the following information.

Company Name:	Contact Name/e-mail:

V. Budget Summary

Include a budget summary showing total costs by category as calculated above. All cells in this table will auto calculate.

Category	Amount
II. Labor Costs	
a. Faculty	\$
b. Support Staff	\$
c. Graduate Research Assistants	\$
d. Fringe Benefits	\$
Total Labor Costs	\$
III. Other Direct Costs	
a. Equipment	\$
b. Materials & Supplies	\$
c. Travel	\$
d. Subcontract/Consultant	\$
e. Other Expenses	\$
Total Other Direct Costs	\$
Total Budget	\$

VI. Contact Information

Send this form to jcostanz@odu.edu