

SAMPLE BUDGET: SUMMER INSTITUTE

A. PARTICIPANT STIPENDS

3 week institute, 30 participants @ \$2,600 \$78,000

B. OPERATING COSTS

1. Salaries and Wages

a. Project Director (16.6% of academic year salary \$55,000) \$9,130

b. Faculty, Lecturers, and Other Project Staff
2 full-time Faculty (11.1% of \$45,000) \$9,990

c. Secretarial support and Graduate Assistants
Secretary: 5 months x 30% of \$24,000 = \$3,000
Graduate Asst: \$9/hr x 20/hrs/week x 5 weeks = \$900 \$3,900

2. Fringe Benefits

24% of \$22,120 = \$5,309
14 % of \$900 = \$126 \$5,435

3. Supplies and Materials (Consumables)

Miscellaneous office supplies = \$150
Materials (31 sets x \$60) = \$1,860 \$2,010

4. Services

postage: 3,000 x .41 = \$1,230
telephone: 5 months x 150 = \$750
duplicating: 1500 x .05 x 30 part. = \$2,250 \$4,230

5. Consultant Fees and Honoraria

4 guest lecturers x 2 days x \$500 = \$4,000
1 master teacher x 4 days x \$500 = \$2,000 \$6,000

6. Professional Travel and Subsistence

Director: 2-day Project Directors Meeting
airfare: \$375; per diem: \$270
Guest lecturers: 4 airfares @\$800; 8 per diems @\$120 \$4,805

7. Total of item B only (1 through 6) \$45,500

C. INDIRECT COSTS

Negotiated rate based on appropriate share of "Operating Costs" only
(28% of \$45,500) \$12,740

D. TOTAL PROJECT COSTS (add A, B, & C) \$136,240