

SAMPLE BUDGET: SUMMER INSTITUTE

A. PARTICIPANT STIPENDS

3-week institute, 30 participants @ \$2,700 **\$81,000**

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 \$9,990
Two full-time faculty (11.1% of \$45,000)

c. Secretarial support and graduate assistants \$6,150
Secretary: 5 months [0.4167 year] x 30% of \$24,000 = \$3,000
Graduate assistant: \$9/hr x 20/hrs/week x 5 weeks = \$900
On-site assistant: 15 days x \$150 = \$2,250

2. Fringe Benefits **\$5,450**
24% of \$19,120 (1a+b) = \$4,589
14% of \$6,150 (1c) = \$861

3. Supplies and Materials (Consumables) **\$2,010**
Miscellaneous office supplies = \$150
Materials (31 sets x \$60) = \$1,860

4. Services **\$5,760**
Postage: 3,000 x .42 = \$1,260
Telephone: 5 months x 150 = \$750
Duplicating: 1,500 x .05 x 30 participants = \$2,250
Web site and publicity: \$1,500

5. Consultant Fees and Honoraria **\$6,000**
Four guest lecturers x 2 days x \$500 = \$4,000
One discussion leader x 4 days x \$500 = \$2,000

6. Professional Travel and Subsistence **\$4,805**
Director: Two-day project directors' meeting
Airfare: \$375
Subsistence expenses, calculated on a per diem basis: \$270
Guest lecturers
Four airfares @ \$800 = \$3,200
Eight per diems @ \$120 = \$960

7. Total of Item B only (1 through 6) **\$49,295**

C. INDIRECT COSTS **\$13,803**

Negotiated rate based on appropriate share of "Operating Costs"
only (28% of \$49,295)

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) **\$144,098**