

SAMPLE BUDGET: SUMMER SEMINAR

A. PARTICIPANT STIPENDS

4-week seminar, 15 participants @ \$3,300 **\$49,500**

B. OPERATING COSTS

1. Salaries and Wages

a. Project Co-Directors **\$19,400**

19.4% of academic year salary \$65,000 = \$12,610 x 80% = \$10,088

19.4% of academic year salary \$60,000 = \$11,640 x 80% = \$9,312

b. Faculty, lecturers, and other project staff **\$250**

One selection committee stipend

c. Secretarial support and graduate assistants **\$4,788**

Secretary: 2-1/2 months [0.2083 year] x 33% of \$26,000 = \$1,788

On-site assistant: 20 days x \$150 = \$3,000

2. Fringe Benefits **\$5,626**

24% of \$19,650 (1a+b) = \$4,716

19% of \$4,788 (1c) = \$910

3. Supplies and Materials (Consumables) **\$525**

Misc: \$35 x 15 participants

4. Services **\$2,145**

Postage: 500 x .42 = \$210

Telephone: 3 months x 120 = \$360

Duplicating: 1500 x .05 = \$75

Web site and publicity: \$1,500

5. Consultant Fees and Honoraria **\$250**

One selection committee stipend

6. Professional Travel and Subsistence **\$645**

Two-day project directors' meeting

Airfare: \$375

Subsistence expenses, calculated on a per diem basis: \$270

7. Total of item B only (1 through 6) **\$33,629**

C. INDIRECT COSTS **\$9,416**

Negotiated rate based on appropriate share of "Operating Costs"
only (28% of \$33,629)

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) **\$92,545**