

## Example Budget

DOE F 4620.1 (04-93) All Other Editions Are Obsolete	<b>U.S. Department of Energy</b> <b>Budget Page</b> (See reverse for Instructions)	OMB Control No. 1910-1400 OMB Burden Disclosure Statement on Reverse			
<b>Year 1</b>					
ORGANIZATION <b>GEORGIA TECH RESEARCH CORPORATION</b>		Budget Page No: <u>1</u>			
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR PI: <b>Michelle Joy Clark</b>		Requested Duration: <u>12</u> (Months)			
<b>A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates</b> (List each separately with title; A.6. show number in brackets)	DOE Funded Person-mos.	Funds Requested	Funds Granted		
	CAL	ACAD	SUMR	by Applicant	by DOE
1. PI: <b>Michelle Joy Clark</b>	0.00	1.00	0.00	\$13,750	
2. Co-PI: <b>Barbara S. Henry</b>		0.50	0.00	\$6,800	
3. Co-PI:		0.00	0.00	\$0	
4. Co-PI:		0.00	0.00	\$0	
5. Co-PI:		0.00	0.00	\$0	
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. ( <b>2</b> ) TOTAL SENIOR PERSONNEL (1-6)	0.00	1.50	0.00	\$20,550	
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>					
1. ( ) POST DOCTORAL ASSOCIATES				\$0	
2. ( ) OTHER PROFESSIONAL (TECHNICIAN, PROGRAMMER, ETC.)				\$0	
3. ( <b>2</b> ) GRADUATE STUDENTS				\$39,000	
4. ( ) UNDERGRADUATE STUDENTS				\$0	
5. ( <b>0</b> ) SECRETARIAL - CLERICAL				\$0	
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A+B)				\$59,550	
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>				\$4,953	
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)				\$64,503	

### Fringe Benefits

Note that the Fringe Benefit rate (in this case 24.1%) is for full time employees. (Check our Additional Budget Information for addition details and exceptions). A post doc is a full time employee. Graduate and Undergraduates are not full time employees (typically) and therefore don't have the fringe rate applied to their salaries.

TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)	\$64,503	
<b>D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM.)</b>		
NEED DESCRIPTION OF EQUIPMENT		
TOTAL PERMANENT EQUIPMENT	\$30,000	

### Equipment

Only items costing \$5,000 or more with a useful life of two years or more should be listed here. Cost estimates should include any installation, tax and shipping costs associated. The need for the equipment should be adequately justified on the budget explanation page.

General purpose equipment, such as computer equipment, is not eligible for support unless primarily or exclusively used in the actual conduct of scientific research. (See our Additional Budget Information page on our web site.)

## Other Direct Costs

### Materials & Supplies

Indicate in general terms the type of expendable materials and supplies required along with their estimated costs. The breakdown should be more detailed when the cost is substantial.

[Note: That general purpose office supplies are not to be included in this category as they are covered by indirect costs. I.e., local phone calls!]

G. OTHER DIRECT COSTS			
1. MATERIALS AND SUPPLIES		\$20,000	
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION			
3. CONSULTANT SERVICES		\$0	
4. COMPUTER (ADPE) SERVICES			
5. SUBCONTRACTS		\$30,000	
6. OTHER	Tuition	\$8,280	
TOTAL OTHER DIRECT COSTS		\$58,280	

### Subawards

Subawards should be disclosed in the technical section of the proposal to show a clear delineation of the work to be performed by each organization. The total amount for proposed subawards should appear under “Other Direct Costs” in the master budget for the project.

Each “sub” should follow the following guidelines:

- F&A is charged on the **first \$25,000** of each subaward.
- Formal proposal signed by authorized representative of the subawardee institution with a statement of work and budget are required to be submitted to the Contracting Officer. (See our Additional Budget Information page on our web site.)

### Tuition

Tuition for graduate students is normally included in the budget. It is typically listed in the “Other” category. Be sure to itemize it in the budget justification.

## Indirect Costs (F&A or Overhead)

TOTAL OTHER DIRECT COSTS		\$58,280	
H. TOTAL DIRECT COSTS (A THROUGH G)		\$156,783	
I. INDIRECT COSTS (SPECIFY RATE AND BASE)			
	49.7% of \$113,503		
TOTAL INDIRECT COSTS		\$58,896	
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)		\$215,679	

### Modified Total Direct Costs (MTDC) Base Calculations:

The MTDC base is calculated by taking the total direct cost less equipment over \$5,000, patient care costs, participant support costs, alterations/renovations, rental of off-campus space and subcontract expenses in excess of \$25,000, and student tuition remission.

Total Direct Costs:	\$156,783
Equipment Costs	-\$30,000
SubContract:	-\$5,000
(\$30,0000 - \$25,0000)	
Tuition Remission:	-\$8,280
	<hr/>
	\$113,503

We then multiply the rate (in this case 49.7%) by the MTDC base (\$113,503) which calculates the indirect costs for this project.

The Indirect Costs (\$58,896) are then added to the Total Direct Costs to generate the Total Cost of the Project (\$215,679).

- Be sure to check out our web site for a more in-depth look at Direct Costs and What is F&A (Indirect Costs).

## Budget Page

(See reverse for Instructions)

## Year 1

ORGANIZATION GEORGIA TECH RESEARCH CORPORATION				Budget Page No: <u>1</u>		
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR PI: Michelle Joy Clark				Requested Duration: <u>12</u> (Months)		
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title; A.6. show number in brackets)			DOE Funded Person-mos.		Funds Requested	
			CAL	ACAD	SUMR	
					by Applicant	
					by DOE	
1.	PI:	Michelle Joy Clark	0.00	1.00	0.00	\$13,750
2.	Co-PI:	Barbara S. Henry		0.50	0.00	\$6,800
3.	Co-PI:			0.00	0.00	\$0
4.	Co-PI:			0.00	0.00	\$0
5.	Co-PI:			0.00	0.00	\$0
6.	( )	OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)				
7.	( 2 )	TOTAL SENIOR PERSONNEL (1-6)	0.00	1.50	0.00	\$20,550
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1.	( )	POST DOCTORAL ASSOCIATES				\$0
2.	( )	OTHER PROFESSIONAL (TECHNICIAN, PROGRAMMER, ETC.)				\$0
3.	( 2 )	GRADUATE STUDENTS				\$39,000
4.	( )	UNDERGRADUATE STUDENTS				\$0
5.	( 0 )	SECRETARIAL - CLERICAL				\$0
6.	( )	OTHER				
TOTAL SALARIES AND WAGES (A+B)						\$59,550
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						\$4,953
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)						\$64,503
D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM.)  NEED DESCRIPTION OF EQUIPMENT  TOTAL PERMANENT EQUIPMENT						\$30,000
E. TRAVEL			1. DOMESTIC (INCL. CANADA AND U.S. POSSESSIONS)			\$4,000
			2. FOREIGN			\$0
TOTAL TRAVEL						\$4,000
F. TRAINEE/PARTICIPANT COSTS						
1. STIPENDS (Itemize levels, types + totals on budget justification page)						\$0
2. TUITION & FEES						\$0
3. TRAINEE TRAVEL						\$0
4. OTHER (fully explain on justification page)						\$0
TOTAL PARTICIPANTS ( 0 ) TOTAL COST						\$0
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						\$20,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION						
3. CONSULTANT SERVICES						\$0
4. COMPUTER (ADPE) SERVICES						
5. SUBCONTRACTS						\$30,000
6. OTHER Tuition						\$8,280
TOTAL OTHER DIRECT COSTS						\$58,280
H. TOTAL DIRECT COSTS (A THROUGH G)						\$156,783
I. INDIRECT COSTS (SPECIFY RATE AND BASE) 49.7% \$113,503 (rates change be sure to verify the current %)						
TOTAL INDIRECT COSTS						\$58,896
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)						\$215,679