##### APPENDIX D. INSTRUCTIONS FOR PROPOSED BUDGET SUMMARY-FY2017

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| 1. Personnel |  |
| Item (1) A | The grant cannot support both the cost of tuition for participants and salaries for instruction. You must choose one or the other. List individually all senior personnel or university faculty including the evaluator if employed by the university, the requested time in months to be funded, and the rate of pay. |
|  |  |
| Item (2) A | List individually all support personnel by name or support category, the requested time in months to be funded, and the rate of pay. These may include science lab assistants. **No secretarial support will be given**. Do not enter fees and expenses for consultants (List under contractual). |
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| Items (1) B and (2) B | Enter approved fringe benefit rates for each personnel category. |
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| Total Personnel Costs | Enter the sum of (1) A and B and (2) A and B. |
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| 2. Participant Costs | Includes tuition, stipends, books, materials, participant housing or board, registration fees for conferences |
| Items A - H | Enter all participant costs as the product of the number of participants multiplied by per item cost. The total for books, materials and equipment should not exceed $300. Actual tuition should be listed separately from fees. For a three-hour graduate course, the grant will pay up to $1,200 per participant for tuition cost. The participant is responsible for the remainder of the tuition and fees. Only fees should be listed as match by participants, not tuition. **Participants are responsible for their own travel and this should be listed in the match column.** |
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| Total Participant Costs | Enter the sum of all lines under Item 2. |
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| 3. Other Travel |  |
| Items A and B | Enter all travel necessary for project personnel, faculty and the evaluators. Enter travel expenses for consultants. |
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| 4. Supplies | (A) Enter the costs of expendable instructional supplies necessary to conduct activity ($10/participant). Non-expendable supplies may not be purchased with grant funds. Do not include materials to be distributed to teacher participants such as kits, manipulatives, books, etc. These are entered under participant costs, above. (B) Enter instructional teaching materials costs here. |
|  |  |
| 5. Contractual | Enter all contractual agreements including evaluator or consultants not employed by the university. The project evaluator may be a contractual expense of a maximum of 5% of the grant before indirect costs. If the evaluator is faculty, list under Personnel Item (1) A.  Enter $800 to this line for one-day external evaluator honorarium ($600) and expenses ($200). |
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| 6. Other | Enter any other costs essential to the proposed activity. |
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| 7. Indirect costs | \_\_\_\_ percent indirect costs are allowed on modified direct costs |
|  |  |
| 8. Total Direct Costs | Enter the sum of Items 1 through 7. |

**The budget summary must be endorsed by the project director and the appropriate institutional authority. A detailed narrative explanation of the budget is required.**