**Evans-Allen** **Budget Narrative**

**Oct. 1, 20XX – Sept. 30, 20XX**

1. **SENIOR/KEY PERSONNEL (Note: Teaching faculty and Extension staff should request no more than 25% effort during the AY. Summer salary for nine month faculty is capped at two months. 100% research faculty may release 15% to teach if approved by the Department chair. Non-CAES faculty may request 10% effort or 1 month summer)**

Principal Investigator:

Dr. ? will devote X% of his/her time to the project and will be responsible for …

**Total Cost: $**

CoPI:

Dr. ? will devote X% of his/her time to the project and will be responsible for …

**Total Cost: $**

**Total Salaries and Fringe Benefits for PIs: $**

1. **OTHER PERSONNEL**

Postdoc, Research Associate, Res. Asst., Res. Specialist, Res. Technician, etc.

This person(s) will be hired to …

**Total Cost: $**

Graduate Students

Graduate students will be hired to… (Note: You may hire up to 2 MS students and 1 PhD student per year (see rates in EA Manual)

*Non-CAES graduate students deemed essential to a project are paid hourly graduate rates.*

**Total Cost: $**

Undergraduate Students

Undergraduate students will be hired to … (Note: You are allotted up to $17,280 for the year. See the EA Manual for rates.)

**Total Cost: $**

**Total Salaries and Fringe Benefits for Other Personnel: $**

1. **EQUIPMENT (Note: Only include items with a unit cost of $5,000 or more here, otherwise use the Materials and Supplies category.)**

**Total Equipment: $**

**D. TRAVEL**

The travel funds requested are to cover travel to...

Budgeted travel expenses are as follow:

Airfare: $/person\* ? persons/year\* 3 years = $

Ground Transportation: $/person\* ? persons/year\* 3 years = $

Hotel: $/night\* ? nights\* ? persons/year\* 3 years = $

Conference registration: $/person\* ? persons/year\* 3 years = $

Per diem: $38/day\* ? days\* ? persons/year\* 3 years = $

**Total Travel: $**

1. **PARTICIPANTS/TRAINEE SUPPORT COSTS (Gift cards are not allowed)**

**Total Participants/Trainee Support Costs: $**

**F. OTHER DIRECT COSTS**

1. Materials and Supplies – Provide a justification.

**Total Materials and Supplies: $**

2. Publication Costs – Provide a justification.

**Total Publication Costs: $**

3. Consultant Services – Provide a justification.

**Total Consultant Services: $**

4. Other – Itemize and provide a justification.

**Total Other: $**