

# Anticipated Budget Planning Form

## A. Salaries/Wages

List all personnel who will receive salary support from this grant. Include their role, percentage of effort, and the total amount requested.

Personnel Role:

% Effort:

Total Amount Requested:

Budget Justification:

- Is each person's role in the research clearly defined?
- Is the requested salary and percentage of effort justified by their contributions to the project?
- Have you accounted for the time needed for all project tasks, including data collection, analysis, and dissemination?

## B. Supplies

List all materials and supplies necessary for the project, such as research-specific materials, access to databases, or participant incentives.

Item:

Quantity:

Cost per Unit:

Total Amount Requested:

Budget Justification:

- Are these supplies directly related to your research activities?
- Are there any items that could be considered a common software or a general-purpose item (e.g., a standard laptop or office supplies)? Remember, those are ineligible expenses.
- Are you accounting for all costs, including any potential taxes or shipping?

## C. Travel

Include all necessary travel expenses for data collection or dissemination, per the grant's guidelines.

Destination/Purpose:

Cost:

Total Amount Requested:

Budget Justification:

- Is this travel essential for the successful completion of the project?
- Have you limited travel expenses to what is necessary and justified by the grant's travel guidelines?
- Are you including travel for both data collection and presentation?

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## D. Other Expenses

Include any other eligible expenses not covered in the above categories, such as professional services or publication costs.

Item:

Cost:

Total Amount Requested:

Budget Justification:

- Is this expense a core requirement for the project?
- Have you confirmed that this is an eligible expense according to the RFP?
- Could this expense be covered by other sources, such as institutional funds?

## E. Summary

Provide a summary of the total requested funds.

Total Salaries:

Total Supplies:

Total Travel:

Total Other Expenses:

Grand Total Requested:

Additional Justification:

- Does your grand total stay within the \$10,000 maximum award?
- Have you clearly identified any in-kind support or other funding sources in your justification?