**Project Title**

**Year 1 Project period:** XXX-XXX

**Year 1 Federal Request Summary**

|  |  |  |
| --- | --- | --- |
| **Personnel:** | $ |  |
| **Fringe Benefits:** | $ |  |
| **Travel:** | $ |  |
| **Equipment:** | $ |  |
| **Contractual/ Consultants:** | $ |  |
| **Other and Supplies:** | $ |  |
| **Total Direct Costs:** | $ |  |
| **Indirect Costs:** | $ |  |
| **Total Budget Request:** | **$** |  |

**Federal Request – Personnel**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Name** | **Annual Salary** | **Academic Months** | **Summer Months** | **Calendar Months** | **Salary Requested** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** | | | | | |  |

**Principal Investigator / Project Director (PI/ PD):** The PI, XXX, will be responsible for project implementation, management of the activities and timeline. PI/PD will provide oversight for daily operations to ensure successful program implementation and supervision for faculty/ staff. (S)He will be responsible for adherence to award terms and reporting in coordination with LU’s Office for Research & Compliance, Fiscal Affairs, and HR. PI/PD will commit X academic months/ X summer months/ or X calendar months for the X-month project period.

*Example: Dr. XXX will be the PI and will dedicate 1.00 summer months [if they are dedicating 4 weeks of summer] to the performance of this research as well as supervise the postdoctoral fellow and undergraduate student.*

Detail additional roles here by line item

|  |  |
| --- | --- |
| **Subtotal – Federal Request Personnel** | **$** |

**Federal Request – Fringe Benefits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Annual Base Salary** | **X Person Months** | **% Fringe** | **Fringe Requested** |
|  |  |  | 26.82 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |

Lindenwood University proposes a fringe benefit expense assessed at 26.82% of the budgeted salary for all direct personnel. The breakdown of this percentage is 6.2% Social Security, 1.45% Medicare, .01% Missouri State Unemployment Insurance, .01% Worker’s Compensation Insurance, 14.15% Health Insurance/ Wellness, and 5% Retirement.

|  |  |
| --- | --- |
| **Subtotal – Federal Request Fringe Benefits** | **$** |

**Federal Request – Travel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Where/ What?** | **# of Attendees** | **Rate (# days, # nights)** | **Cost** |
| Airfare |  |  |  |
| Lodging |  |  |  |
| Meals |  |  |  |
| Ground Transportation |  |  |  |
| Mileage (LU mileage reimbursement rate: $0.43 /mile) |  |  |  |
| **Total** | | | **$** |

Detail travel requests here by meeting/ event/ training

|  |  |
| --- | --- |
| **Subtotal – Federal Request Travel** | **$** |

**Federal Request – Equipment**

Detail equipment request by line item here. If none, state, “No equipment costs requested for this project.”

|  |  |
| --- | --- |
| **Subtotal – Federal Request Equipment** | **$** |

**Federal Request – Contractual / Consultant Services**

Detail consultant /contractual requests here. If none state, “No consultant costs are requested for this project.”

|  |  |
| --- | --- |
| **Subtotal – Federal Request Contractual/ Consultant Services** | **$** |

**Federal Request – Other and Supplies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit Price** | **Quantity** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | | **$** |

Detail other request here

|  |  |
| --- | --- |
| **Subtotal – Federal Request Other and Supplies** | **$** |

|  |  |
| --- | --- |
| **Total Direct Costs – Year 1** | **$** |

**Federal Request – Indirect Costs**

Lindenwood University does not currently have a federally negotiated indirect cost rate. The project proposes to assess a 10% de minimis rate on modified total direct costs.

|  |  |
| --- | --- |
| **Subtotal – Federal Request Indirect Costs** | **$** |

|  |  |
| --- | --- |
| **TOTAL FEDERAL REQUEST, YEAR 1:** | **$** |

**CALCULATIONS OF FUTURE BUDGET PERIODS**

Project period Year 2: XXX-XXX

Project Period Year 3: XXX-XXX

Project Period Year 4: XXX-XXX

**Federal Request – Personnel**

The cost for personnel in years X-X will include X% cost of living increase each year from year 1.

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Personnel** | **$** |
| **Subtotal – Year 3 Federal Request Personnel** | **$** |
| **Subtotal – Year 4 Federal Request Personnel** | **$** |

**Federal Request – Fringe Benefits**

Fringe benefits are calculated with the same 26.82% of salaries for Years 2-X as in Year 1.

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Fringe Benefits** | **$** |
| **Subtotal – Year 3 Federal Request Fringe Benefits** | **$** |
| **Subtotal – Year 4 Federal Request Fringe Benefits** | **$** |

**Federal Request – Travel**

Provide detail here.

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Travel** | **$** |
| **Subtotal – Year 3 Federal Request Travel** | **$** |
| **Subtotal – Year 4 Federal Request Travel** | **$** |

**Federal Request – Equipment**

Provide detail here

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Equipment** | **$** |
| **Subtotal – Year 3 Federal Request Equipment** | **$** |
| **Subtotal – Year 4 Federal Request Equipment** | **$** |

**Federal Request – Supplies**

Detail here

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Supplies** | **$** |
| **Subtotal – Year 3 Federal Request Supplies** | **$** |
| **Subtotal – Year 4 Federal Request Supplies** | **$** |

**Federal Request – Contractual**

Detail here

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Contractual** | **$** |
| **Subtotal – Year 3 Federal Request Contractual** | **$** |
| **Subtotal – Year 4 Federal Request Contractual** | **$** |

**Federal Request – Other and Supplies**

Detail here

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Other and Supplies** | **$** |
| **Subtotal – Year 3 Federal Request Other and Supplies** | **$** |
| **Subtotal – Year 4 Federal Request Other and Supplies** | **$** |

|  |  |
| --- | --- |
| **Total Direct Costs – Year 2** | **$** |
| **Total Direct Costs – Year 3** | **$** |
| **Total Direct Costs – Year 4** | **$** |

**Federal Request – Indirect Costs**

Indirect costs will remain the same in Years 2-X as in Year 1 at a rate of 10% of direct costs, excluding contractual costs.

|  |  |
| --- | --- |
| **Subtotal – Year 2 Federal Request Indirect Costs** | **$** |
| **Subtotal – Year 3 Federal Request Indirect Costs** | **$** |
| **Subtotal – Year 4 Federal Request Indirect Costs** | **$** |

|  |  |
| --- | --- |
| **FEDERAL REQUEST – TOTAL COSTS YEAR 1:** | **$** |
| **FEDERAL REQUEST – TOTAL COSTS YEAR 2:** | **$** |
| **FEDERAL REQUEST – TOTAL COSTS YEAR 3:** | **$** |
| **FEDERAL REQUEST – TOTAL COSTS YEAR 4:** | **$** |
| **TOTAL FEDERAL REQUEST YEARS 1-X** | **$** |

**Budget Summary – Full Project Period**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Federal Request** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** |
| Personnel |  |  |  |  |  |
| Fringe |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Contractual |  |  |  |  |  |
| Other |  |  |  |  |  |
| Indirect |  |  |  |  |  |
| **Total Request** |  |  |  |  |  |

*Note: Some Federal agencies require a project performance assessment budget (evaluation) justification to be included in addition to this budget. If the funder requests this, consult with the Office for Research & Compliance for development.*