

New Project Program – Budget Form

1. All costs to be paid by the RDFD grant must be in compliance with UNC policies and procedures.

Budget Item	Requested from Provost Fund	Funds from Other Sources	Total Anticipated Project Cost
I. PERSONNEL Costs			
a. Salaries & Wages*			
b. Fringe Benefits			
Personnel Subtotal			
II. CONTRACTUAL Costs			
a. Consultants			
b. Contracts			
Contractual Subtotal			
III. TRAVEL & CONFERENCE Costs			
a. Transportation			
b. Conference Registration			
c. Lodging			
d. Per diem or meals			
Travel Subtotal			
IV. EQUIPMENT Costs			
Equipment Subtotal			
V. OTHER Costs			
a. Materials & Supplies			
b. Publication/Dissemination			
c. Printing/Copying			
d. Participant Support			
e. Communication			
f. Miscellaneous Other Costs			
Other Costs Subtotal			
VI. TOTAL PROJECT BUDGET			

2. **BUDGET JUSTIFICATION:** Attach a budget narrative explaining in detail how the cost of each line item was determined and a narrative explanation for why the costs are necessary to the project.

Examples:

Salaries & Wages – PI Smith @ .05 effort X 2 months plus graduate student hourly @ \$12/hour X 4 hrs/wk X 16 wks. Then the narrative explanation.

Transportation – Roundtrip airfare on SW Airlines from Denver to Washington D.C. @ \$248 plus rental car @ \$95/day X 3 days. Then the narrative explanation.

*If you budget any funds for Salaries & Wages, you must budget the proper amount for Fringe. Please see the [Fringe Benefit Rates website](#) to find the correct fringe rate.