**BUDGET TABLE**

*Please complete the budget table provided below and provide a detailed description/justification of each budgeted item. Note instructions given in the form, and allowable expenses listed below. Enter amounts to the nearest whole dollar.*

| **Budget Item** | **Description\*** | **Costs\*** |
| --- | --- | --- |
| 1. **Personnel***Include (hourly rate x estimated hours) or (% time x (annual salary + benefits) in the budget description).*
 |  |  |
| 1. **Consulting Services/Costs***Estimated expenses from consultants, such as marketing firms or other agencies.*
 |  |  |
| 1. **Equipment***Quotes for items required such as computers and other equipment.*
 |  |  |
| 1. **Supplies***Quotes for printing, publication costs and other materials.*
 |  |  |
| 1. **Communications**

*Media, publicity or other communication costs, postage, parcel and other delivery services, if applicable.* |  |  |
| 1. **Reproduction***If applicable.*
 |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Travel:** *Estimated mileage, airfare, hotel, parking, registration, and meals & incidental expenses*
 |  |  |
| 1. **Other** *May include honorarium, translation of materials, licenses and other materials, etc*
 |  |  |
| 1. **Budget - Indirect Costs (IDC) or F&A***Indirect cost (IDC)/F&A can be included based on your institution's federally approved IDC agreement (non-research rates apply). A 10% MTDC rate may be used if no IDC agreement exists.*
 |  |  |
| Total Direct Costs (TDC) (A+B+C+D+E) |  |  |
| Indirect Costs (IDC)(MTDC\*x%) |  |  |
| **Total (TDC + IDC)** |  |  |

**Allowable expenses:** Personnel, equipment, supplies, travel and other costs such as reproduction of materials, software, Internet service provider fees. These are examples only and are not meant to be all-inclusive. Expenses are also allowed to publicize a health information service, event or resource, including National Library of Medicine (NLM) or Network of the National Library of Medicine (NNLM) resources or services, but the allowable costs are limited to educational materials or publicity, such as posters, displays, flyers, bookmarks, or brochures.

**Non-allowable expenses:** Furniture is not allowed and food is not allowed.

**Indirect Costs (IDC) or Facilities and Administrative (F&A) Costs:** Indirect cost (IDC)/F&A can be included based on your institution's federally approved IDC agreement (non-research rates apply). A 10% MTDC rate may be used if no IDC agreement exists

\*Required field