



NATIONAL ENDOWMENT FOR THE
Humanities

Budget Form

OMB No 3136-0134
Expires 6/30/2018

Applicant Institution:

Project Director:

INSTITUTE: Sample Budget	Computational Details/Notes	Project Total
A. PARTICIPANT STIPENDS		\$81,000
Three-week institute	30 participants @ \$2,700	\$81,000
B. OPERATING COSTS		\$19,837
1. Salaries and Wages		
a. Project Co-Director (Applicant Institution)		\$10,500
b. Faculty, Lecturers, and Related Staff		
One faculty member	1 x 1 week	\$3,000
c. Administrative support and Graduate Assistants		
Administrative Assistant	2.5 months (0.2083 year) x 33% \$26,000	\$1,787
Graduate Student Assistant	\$13/hr x 20 hrs x 10 weeks	\$2,600
On-site Coordinator	\$13/hr x 50 hrs x 3 weeks	\$1,950
2. Fringe Benefits		\$4,444
	24% of \$13,500 (1a+1b)	\$3,240
	19% of \$6,337 (1c)	\$1,204
3. Consultant Fees and Honoraria		\$19,200
Co-Director (External Institution)		\$10,500
Four Guest Lecturers	4 x 2 days x \$750	\$6,000
One Master Teacher	4 days x \$550	\$2,200
Two selection committee stipends	2 x \$250	\$500

4. Professional Travel and Subsistence		\$6,036
a. Two-day project directors' meeting:		
Airfare	2 x \$500	\$1,000
Hotel	2 x 2 days x \$230	\$920
Per diem (meals plus incidentals)	2 x 2 days x \$69	\$276
b. Two Guest Lecturers:		
Airfare	4 x \$500	\$2,000
Hotel	4 x 2 days x \$180	\$1,440
Per diem (meals plus incidentals)	4 x 2 days x \$50	\$400
5. Supplies and Materials (Consumables)		\$3,900
Flash Drives with readings	\$25 x 30 participants	\$750
3 texts	\$100 x 30 participants	\$3,000
Office Supplies		\$150
6. Services		\$4,700
Two cell phones	2 x 1 month x \$100	\$200
Duplicating	1500 x \$.10	\$150
Postage		\$150
Website, communications intern, publicity		\$4,200
7. Total of item B only (1 through 6)		\$58,117
C. INDIRECT COSTS		\$16,273
Negotiated rate based on appropriate share of Operating Costs	28% of \$58,117	\$16,273
D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C)		\$155,390