



NATIONAL ENDOWMENT FOR THE  
**Humanities**

# Budget Form

OMB No 3136-0134  
Expires 6/30/2018

Applicant Institution:  
Project Director:

SEMINAR: Sample Budget	Computational Details/Notes	Project Total
<b>A. PARTICIPANT STIPENDS</b>		<b>\$43,200</b>
Three-week seminar	16 participants @ \$2,700	\$43,200
<b>B. OPERATING COSTS</b>		<b>\$20,707</b>
<b>1. Salaries and Wages</b>		
a. Project Director (Applicant Institution)		\$17,500
b. Faculty, Lecturers, and Related Staff		
One Selection Committee Stipend		\$250
c. Administrative support and Graduate Assistants		
Administrative Assistant	2.5 months (0.2083 year) x 33% \$26,000	\$1,787
On-site Coordinator	\$13/hr x 30/hrs x 3 weeks	\$1,170
<b>2. Fringe Benefits</b>		<b>\$4,822</b>
	24% of \$17,750 (1a+1b)	\$4,260
	19% of \$2,957 (1c)	\$562
<b>3. Consultant Fees and Honoraria</b>		<b>\$1,750</b>
Two Guest Lecturers	2 x 1 day x \$750	\$1,500
One selection committee stipend		\$250

<b>4. Professional Travel and Subsistence</b>		<b>\$2,558</b>
a. Two-day project directors' meeting:		
Airfare	\$500	\$500
Hotel	\$230 x 2 days	\$460
Per diem (meals plus incidentals)	\$69 x 2 days	\$138
b. Two Guest Lecturers:		
Airfare	2 x \$500	\$1,000
Hotel	2 x 180	\$360
Per diem (meals plus incidentals)	2 x \$50	\$100
<b>5. Supplies and Materials (Consumables)</b>		<b>\$2,100</b>
Flash Drives with readings	\$25 x 16 participants	\$400
3 texts	\$100 x 16 participants	\$1,600
Office Supplies		\$100
<b>6. Services</b>		<b>\$4,200</b>
Two cell phones	2 x 1 month x \$100	\$200
Duplicating	1000 x \$.10	\$100
Postage		\$100
Website, communications intern, publicity		\$3,800
<b>7. Total of item B only (1 through 6)</b>		<b>\$36,137</b>
<b>C. INDIRECT COSTS</b>		<b>\$10,118</b>
Negotiated rate based on appropriate share of Operating Costs	28% of \$36,137	\$10,118
<b>D. AMOUNT REQUESTED FROM NEH (sum of A, B, &amp; C)</b>		<b>\$89,455</b>