



**Sample Budget for an  
INSITUTE**  
\* *School Teacher Audience*  
\*\* *First-time Project*

OMB No 3136-0134  
Expires 6/30/2018

<b>SAMPLE BUDGET: INSTITUTE</b> *School Teacher Audience **First-time Project	<b>Computational Details/Notes</b>	<b>Project Total</b>
<b>A. PARTICIPANT STIPENDS</b>		<b>\$81,000</b>
Three-week institute	30 participants @ \$2,700	\$81,000
<b>B. OPERATING COSTS</b>		<b>\$22,150</b>
<b>1. Salaries and Wages</b>		
<i>(Applicant Institution)</i>		
a. Project Co-Director		\$10,500
b. Faculty and Administrative Staff		
One faculty member	1 x 1 week	\$3,000
Administrative Assistant	6 months (0.5 of 12 mo.) x 20% \$40,000	\$4,000
Graduate Student Assistant	\$15/hr x 20 hrs x 8 weeks	\$2,400
On-site Coordinator	\$15/hr x 50 hrs x 3 weeks	\$2,250
<b>2. Fringe Benefits</b>		<b>\$4,884</b>
	24% of \$13,500 (faculty rate)	\$3,240
	19% of \$ 8,650 (administrative rate)	\$1,644
<b>3. Consultant Fees and Honoraria</b>		<b>\$25,667</b>
<i>(not from Applicant Institution)</i>		
Co-Director (External Institution)		\$10,500
Four Guest Lecturers	4 x 2 days x \$750	\$6,000
*Senior K-12 Teacher	3 months x 25% @ \$65,000	\$5,417*
	3 afternoons/week x 3 @ \$250	\$2,250
Two Curatorial Assistants	2 x 1 @ \$500	\$1,000
Two selection committee stipends	2 x \$250	\$500

<b>4. Professional Travel and Subsistence</b>		<b>\$6,036</b>
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. Four 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
<b>5. Supplies and Materials (Consumables)</b>		<b>\$3,900</b>
Flash Drives with readings	\$25 x 30 participants	\$750
3 texts	\$100 x 30 participants	\$3,000
Office Supplies		\$150
<b>6. Services</b>		<b>\$9,480</b>
Two cell phones	2 x 1 month x \$100	\$200
Duplicating	1500 x \$.10	\$150
Postage		\$150
Two Museum Admissions	2 x 32 @ \$20	\$1,280
Bus for two museum visits	2 x \$1,000	\$2,000
**Website		\$4,200**
Publicity (Non-web-based)		\$750
Snacks and coffee	\$250/week x 3	\$750
<b>7. Total of item B only (1 through 6)</b>		<b>\$72,117</b>
<b>C. INDIRECT COSTS</b>		<b>\$20,193</b>
Negotiated rate based on appropriate share of Operating Costs	28% of \$72,231	\$20,225
Agreement with NSF, 1/3/2017		
<b>D. AMOUNT REQUESTED FROM NEH (sum of A, B, &amp; C)</b>		<b>\$173,310</b>

\*School Teacher projects must include K-12 expertise in project planning and implementation. (College and University projects do not require this expertise.)

\*\*First-time projects may request website development up to \$4,250. Previously offered projects may request website development at two levels.