



**Sample Budget for a
SEMINAR**

*College and University Audience
**Previously Offered Project

OMB No 3136-0134
Expires 6/30/2018

| SAMPLE BUDGET: SEMINAR <i>*College and University Audience</i> <i>**Previously Offered Project</i> | Computational Details/Notes | Project Total |
|---|---|----------------------|
| A. PARTICIPANT STIPENDS | | \$43,200 |
| Three-week Seminar | 16 participants @ \$2,700 | \$43,200 |
| B. OPERATING COSTS | | \$22,100 |
| 1. Salaries and Wages | | |
| <i>(Applicant Institution)</i> | | |
| a. Project Director | | \$17,500 |
| b. Faculty and Administrative Staff | | |
| One Selection Committee Stipend | | \$250 |
| Administrative Assistant | 6 months (0.5 of 12 mo.) x 15% \$40,000 | \$3,000 |
| On-site Coordinator | \$15/hr x 30/hrs x 3 weeks | \$1,350 |
| | | |
| 2. Fringe Benefits | | \$5087 |
| | 24% of \$17,750 (faculty rate) | \$4,260 |
| | 19% of \$ (administrative rate) | \$827 |
| | | |
| 3. Consultant Fees and Honoraria | | \$3,175 |
| <i>(not from Applicant Institution)</i> | | |
| One Visiting Scholar | 1 day @ \$750 | \$750 |
| One Visiting Scholar | 2 days @ \$750 | 1,500 |
| Archival assistant | 9 hours/week x 3 weeks @\$25/hour | \$675 |
| One selection committee stipend | | \$250 |
| | | |

| | | |
|---|-------------------------|-----------------|
| 4. Professional Travel and Subsistence | | \$2,788 |
| a. Two-day project directors' meeting | | |
| Airfare | \$500 | \$500 |
| Hotel | \$230 x 2 days | \$460 |
| Per diem (meals and incidentals) | \$69 x 2 days | \$138 |
| b. Two Guest Lecturers | | |
| Airfare | 2 x \$500 | \$1,000 |
| Hotel | 3 x 180 | \$540 |
| Per diem (meals and incidentals) | 3 x \$50 | \$150 |
| 5. Supplies and Materials (Consumables) | | \$2,100 |
| Flash drives with readings | \$25 x 16 participants | |
| 3 texts | \$100 x 16 participants | \$1,600 |
| Office Supplies | | \$100 |
| 6. Services | | \$4,525 |
| Two cell phones | 2 x 1 month x \$100 | \$200 |
| Duplicating | 1000 x \$.10 | \$100 |
| Postage | | \$100 |
| <i>**Website (redevelopment/dissemination)</i> | | \$3,000** |
| Publicity (non-web based) | | \$750 |
| Coffee and Snacks | \$125/week 3 | \$375 |
| 7. Total of item B only (1 through 6) | | \$39,775 |
| C. INDIRECT COSTS | | \$11,137 |
| Negotiated rate based on appropriate share of Operating Costs | 28% of \$39,775 | \$11,137 |
| Agreement with NSF, 1/3/2017 | | |
| D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) | | \$94,112 |

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

**Previously Offered projects may request website development at two levels; this sample proposes significant redevelopment. (First-time projects may request website development up to \$4250.)