



NATIONAL ENDOWMENT FOR THE
Humanities

**Sample Budget for a
K-12 SEMINAR**
**Previously Offered Project*

OMB No 3136-0134
Expires 6/30/2021

SAMPLE BUDGET: K-12 SEMINAR <i>* Previously Offered Project</i>	Computational Details/Notes	Project Total
A. PARTICIPANT SUPPORT COSTS (INCLUDING STIPENDS)		\$45,200
Three-week Seminar	16 participants @ \$2,700	\$43,200
Flash drives with readings	\$25 x 16 participants	\$400
3 texts	\$100 x 16 participants	\$1,600
B. OPERATING COSTS		
1. Salaries and Wages		\$18,000
<i>(Applicant Institution)</i>		
a. Project Co-Director	compensation	\$10,500
b. Faculty and Administrative Staff		
One Selection Committee Honorarium	honorarium	\$250
Administrative Assistant	6 months (0.5 of 12 mo.) x 20% \$40,000	\$4,000
On-site Coordinator	\$15/hr x 50 hrs x 3 weeks	\$2,250
Outreach: Tech Support (website revision)	stipend	\$1,000
2. Fringe Benefits		\$3,958
	24% of \$10,750 (faculty rate)	\$2,580
	19% of \$ 7,250 (administrative rate)	\$1,378
3. Consultant Fees and Honoraria*		\$19,188
<i>(not from Applicant Institution)</i>		
Co-Director (External Institution)		\$10,500
One Visiting Scholar	1 x 2 days X \$750	\$1,500
Senior K-12 Teacher	2 months (.16 of 12 mo.) x 25% @ \$65,000	\$2,600
	2 afternoons/week x 3 @ \$250	\$1,500
One Archival Assistant	9 hours/week x 3 weeks x \$25/hour	\$675
One selection committee honorarium	honorarium	\$250
Two Participants (2 outreach workshops)	2 x \$500	\$1,000
Two Participants (2 outreach webinars)	2 x \$500	\$1,000

4. Professional Travel and Subsistence		\$4,728
a. Two-day project directors' meeting:		
Airfare	2 x \$500	\$1,000
Hotel	2 x 2 days x \$251	\$1,004
Per diem (meals plus incidentals)	2 x 2 days x \$76	\$304
b. Visiting Scholar:		
Airfare	1 x \$500	\$500
Hotel	1 x 2 days x \$180	\$360
Per diem (meals plus incidentals)	1 x 2 days x \$50	\$100
c. Dissemination workshops/webinars (2 trips)		
Airfare (1 co-director)	1 x 2 x \$500	\$1,000
Hotel	1 x 2 days x \$180	\$360
Per diem (meals plus incidentals)	1 x 2 days x \$50	\$100
5. Supplies and Materials (Consumables)		\$0
6. Services		\$0
Two cell phones	2 x 1 month x \$100	\$200
Duplicating	1500 x \$.10	\$150
7. Other Costs		\$2,085
Outreach: webinar software		\$300
Outreach: listserv ads, postage		\$200
Outreach: room reservations (2 workshops)	Room x \$150 x 2 meetings	\$300
Outreach: snacks and coffee (2 workshops)	\$8 x 35 people x 2	\$560
Summer: snacks and coffee	\$125/week x 3	\$375
Two cell phones	2 x 1 month x \$100	\$200
Duplicating	1500 x \$.10	\$150
B. Total Direct Costs exclusive of participant support costs (add items 1 - 7)		\$47,959
C. INDIRECT COSTS		\$11,510
Negotiated predetermined Other Sponsored Activities rate; base – modified total direct costs (Agreement with NSF, 1/3/2017)	24% of \$47,959	\$11,510

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C)		\$104,669
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