NATIONAL ENDOWMENT FOR THE HUMANITIES

Sample Budget for a
Higher Ed SEMINAR
* Previously Offered Project*

OMB No 3136-0134
Expires 6/30/2021

SAMPLE BUDGET: Higher Ed SEMINAR * Previously Offered Project	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. DIRECT COSTS		
1. Salaries and Wages		**$18,000**
(Applicant Institution)		
a. Project Co-Director	compensation	$10,500
b. Faculty and Administrative Staff		
One Selection Committee Member	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*		**$14,925**
(not from Applicant Institution)		
Co-Director (External Institution)		$10,500
One Visiting Scholar	1 x 2 days X $750	$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**
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)		**$43,696**
C. INDIRECT COSTS		**$11,361**
Negotiated predetermined Other Sponsored Activities rate; base modified total direct costs (Agreement with NSF, 1/3/2017)	26% of $43,584	$11,332
D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C)		**$100,257**