

Professional Education and Training Grant: Budget Sample*

Organization Name: State University at Marionville

Program Name: Training to Enhance End-of-Life Care Communication

	Project Budget
Direct Personnel Expenses	
Anne Smith, MD -- Project Director (20% FTE)	\$18,250.00
John Jones -- Project Administrator (5% FTE) in-kind	\$3,580.00
TBN Project Trainer (20 hours/week/36 weeks @ \$15/hour)	\$10,800.00
Training Site Coordinators (\$20/hr x 5 hrs/week x 7 weeks x 5 sites)	\$3,500.00
Employee Benefits @ .28 for Project Director	\$5,110.00
Sub-Total Personnel	\$41,240.00
Other Direct Expenses	
Consultant Fees - Honoraria for Reviewers (\$500 x 10)	\$5,000.00
Program Supplies/Materials	\$860.00
Travel National	\$3,000.00
Travel Local	\$300.00
Training Site Expenses	\$3,500.00
Website Updates	\$1,200.00
Sub-Total Other	\$13,860.00
TOTAL DIRECT EXPENSES (Personnel + Other Direct Expenses)	\$55,100.00
OTHER FUNDING SOURCES	
ABC Foundation Received	\$5,000.00
123 Foundation Pending	\$4,460.00
In-Kind Contribution: Project Administrator	\$3,580.00
Total Other Revenue Sources	\$13,040.00
TOTAL DIRECT EXPENSE REQUESTED OF THE RETIREMENT RESEARCH FOUNDATION	\$38,236.00
Indirect Expense	\$3,824.00
REQUESTED OF THE RETIREMENT RESEARCH FOUNDATION	\$42,060.00

*Note: This sample is for illustrative purposes only and can be changed as needed. Feel free to use this, or any other format that is appropriate for your project.