

## Budget Template

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### INSTRUCTIONS

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**Download** this form to your desktop **and** open the form in **ADOBE PDF** before starting.  
**This form will NOT work correctly in your web-browser.**



Make sure the 'Show border hover color for fields' in Adobe PDF is 'checked'. You will only need to complete this requirement if you have altered the default settings of Adobe PDF on your computer.

**1 2 3**

***Please complete each question in the order it appears on this form.*** Some of the items on this form are dependent upon the answers to previous questions.



Mandatory fields and Mandatory Requirements on this form are highlighted in '**RED**'.

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## BUDGET

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### IMPORTANT BUDGET DEFINITIONS

Please review the [CFR 200 Acronyms and Definitions](#).

### NEW PI /PD'S

Please review [Idaho State Board of Education governing policies and procedures](#) and LC State Policy 1.111.

### BUDGET REQUIREMENTS

1. What type of 'Indirect Cost Rate' will be applied to this proposal?

LC State Negotiated Rate:

Waived / Not Allowed:

Reduced:

Identify Rate:

Limited to a 'Percentage of Total Direct Costs' (Documentation Required)

Identify Rate:

Limited to a 'Percentage of Total Award / Costs' (Documentation Required)

Identify Rate:

Identify 'Cost Amount Limit':

'Direct Costs' cannot exceed:

'Indirect Costs' cannot exceed:

Costs per Expense Category Expense Categories	Indirect Allowed	Totals per Year					Cost Share / Match		Line Total
		Year 1	Year 2	Year 3	Year 4	Year 5	LC State	3 <sup>rd</sup> Party	
<b>Personnel</b>									
1	Salary								
2	Fringe & Benefits								
<b>Travel</b>									
1	Domestic								
2	International								
<b>Materials &amp; Supplies (i.e., includes equipment less than \$5000)</b>									
<b>Capital Equipment (i.e., items greater than or equal to \$5000)</b>									
<b>Miscellaneous (i.e., items that do not align with other categories)</b>									
1	Indirect allowed								
2	Indirect NOT allowed								
<b>Sub-Awards</b>									
	Direct								
	Indirect								
<b>Student Costs (e.g., tuition, scholarships, stipends, etc.)</b>									
<b>Participant Support Costs</b>									
<b>Subtotals:</b>									

Project Costs Summary Categories	Indirect Allowed	Totals per Year					Cost Share / Match		Line Total
		Year 1	Year 2	Year 3	Year 4	Year 5	LC State	3 <sup>rd</sup> Party	
<b>Direct Costs</b>									
<b>Indirect Cost:</b>									
<b>Subtotals:</b>									

**LC State Proposal Request Amount:**