



## **Instructions**

Please fill out the 1, 2, 3, 4, or 5-year budget template.

A Sample Budget is provided on the last tab.

The Excel Budget Template along with the External Funding Submission Form should be submitted to [ori@calbaptist.edu](mailto:ori@calbaptist.edu) 15 business days before the submission deadline.

The detailed budget must delineate the following for each year of anticipated funding:

### **PERSONNEL**

For all personnel who will contribute to the grant, include name, department, position title, academic base salary and FTE, percentage effort on grant, fringes, and salary amount that will be charged to the grant. Total funded effort by any individual cannot exceed 100% FTE. Effort paid through cost sharing is considered to be part of the individual's total committed effort.

### **SUPPLIES/COMMODITIES**

Include all supplies and commodities, including animal use costs, and small items of equipment (<\$5,000).

### **TRAVEL**

Indicate persons or positions expected to travel and the estimated costs associated per trip, such as mileage, conference or meeting, hotel, and airfare.

### **EQUIPMENT**

Items with a useful life of more than one year and total cost over \$5,000 per unit. Justification and, if applicable, varying quotes should be submitted.

### **CONTRACTUAL SERVICES**

External contractual services should be listed with current rates and fees.

### **CONSORTIUM/SUBCONTRACT/SUBAWARD**

If the grant submission requires a subcontract with an external agency, a Subrecipient Commitment Form is required. The form must be completed by the external institution and submitted with the required documents no later than 15 business days prior to submission. If planning to subcontract with an external agency, please contact [ori@calbaptist.edu](mailto:ori@calbaptist.edu) as soon as possible, and the Office will be happy to facilitate this process with the external institution. Please note, the terms consortium, subcontract, and subaward are used interchangeably.