



## 2015 Request for Proposals, Annual Budget Template

Budget justification in the Project Description should match line items in these forms, including **one form for each year of project for lead institution covering all costs, and one for each subcontract over \$25,000.**

PI/co-PI name:

Lead Organization:

Partner Organization (Sub-award):

Start Date:

End Date:

Budget Year:

Total Request for Year:

Total Request for all Years:

**Senior/Key Persons (add rows if needed):**

	First Name	Last Name	Project Role	Calendar Months	Academic Months	Summer Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1									
2									
3									
4									
5									
<b>Total</b>									

**Other Personnel (add rows if needed):**

Number of Personnel	Project Role	Calendar Months	Academic Months	Summer Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
	Post-Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Technicians						
	Other:						
<b>Total</b>							

**Research Activities (add rows if needed):**

Capital Equipment > \$10,000 per item [NOTE- must be pre-approved by CERGP]		Funds Requested (\$)
1		
2		
Total Capital Equipment Cost		
<b>Travel</b>		
1		
2		
3		
4		
5		
Total Travel Cost		



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Other Operating Expenses		
1	Materials, Supplies, and non-capital equipment	
2	Publication Costs	
3	Consultant Services	
4	ADP/Computer Services	
5	Subawards/Contractual Costs [NOTE – subawards >\$25K must have separate Annual Budget Template]	
6	Equipment or Facility Rental/User Fees	
7	Ship time	
8	AUV or ROV time	
9	Other:	
10		
Total Other Operating Expenses		
Total Direct Costs		
Indirect Costs (10% of Total Direct Costs)		
<b>Total Annual Request</b>		