Budget Template – Excel version available on OGRE website

Institution:														
Project Title:							Labor	1.03						
Sponsor:							Travel	1.03						
Period of Performance:							ODC	1.03						
Indirect Cost Rate (IDC)	26.5%													
COST SCHEDULE - LINE ITEMS			**YEAR 1**						**YEAR 2**					
Salaries	**Name**	**Base**	**FTE**		**Expense**	**Indirect**	**Total**		**FTE**		**Expense**	**Indirect**	**Total**	
					-	-	-				-	-	-	
											-	-	-	
					-	-	-				-	-	-	
Salaries Total					-	-	-				-	-	-	
Fringe Benefits	**Employee Name**	**Fringe Rate**	**FTE**		**Expense**	**IDC**	**Total**		**FTE**		**Expense**	**IDC**	**Total**	
faculty				-	-	-	-			-	-	-	-	
				-	-	-	-			-	-	-	-	
				-	-	-	-			-	-	-	-	
Fringe Benefits Total					-	-	-				-	-	-	
SALARIES AND FRINGE TOTAL					-	-	-				-	-	-	
TRAVEL, TRANSPORTATION & PER DIEM														
International Travel		**Base Rate**	**# Trips**	**# Days**	**Expense**	**IDC**	**Total**		**# Trips**	**# Days**	**Expense**	**IDC**	**Total**	
Meals					-	-	-				-	-	-	
Airfare					-	-	-				-	-	-	
Lodging Rate					-	-	-				-	-	-	
Ground Transportation					-	-	-				-	-	-	
Domestic Travel														
Meals					-	-	-				-	-	-	
Airfare					-	-	-				-	-	-	
Lodging Rate					-	-	-				-	-	-	
Ground Transportation					-	-	-				-	-	-	
TRAVEL, TRANSPORTATION & PER DIEM TOTAL					-	-	-				-	-	-	
CONSULTANTS			**# Units**	**Rate**	**Expense**	**IDC**	**Total**		**# Units**	**Rate**	**Expense**	**IDC**	**Total**	
					-	-	-				-	-	-	
CONSULTANTS TOTAL					-	-	-				-	-	-	
MATERIALS & SUPPLIES			**# Units**	**Rate**	**Expense**	**IDC**	**Total**		**# Units**	**Rate**	**Expense**	**IDC**	**Total**	
					-	-	-			-	-	-	-	
					-	-	-				-	-	-	
					-	-	-			-	-	-	-	
ALLOWANCES TOTAL					-	-	-				-	-	-	
OTHER DIRECT COSTS			**# Units**	**Rate**	**Expense**	**IDC**	**Total**		**# Units**	**Rate**	**Expense**	**IDC**	**Total**	
					-	-	-				-	-	-	
					-	-	-				-	-	-	
OTHER DIRECT COST TOTAL					-	-	-				-	-	-	
PROJECT TOTAL					-	-	-				-	-	-	

Helpful Links	
UF IDC rates (aka indirect cost rate, facilities and administration/F&A rate, or overhead rate) - This page also contains a link UF's current NICRA (negotiated indirect cost rate agreement)	http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html
UF Fringe benefit rates	http://research.ufl.edu/research/handbook/budgets/fringe-benefits.html
State Department per diem rates	https://aoprals.state.gov/web920/per_diem.asp
Breakdown of State Department meal rate (M&IE)	https://aoprals.state.gov/content.asp?content_id=114&menu_id=81