Budget instructions

* All shaded areas need to be filled out prior to submission
* A budget narrative must be submitted with this document.
* Service period start dates are preliminary, the purchase order is the effective start date of any project
* Indirect rate should be 10% unless the vendor has an approved negotiated federal rate. If they do then a copy of that approval must be submitted along with this budget.
* Categories
	+ Salary – this should be the value of the FTE’s directly associated with this project. If a portion of the person’s time is allocated, then that percentage should be explained in the narrative. Provide breakdown in budget detail tab. Add lines if necessary.
	+ Fringe – this should be the fringe percentage applied to each employee listed in salary.
	+ Consultants – Employees hired to be part of the contract that are paid on a 1099.
	+ Postage – costs for this project only. Provide breakdown in budget detail tab.
	+ Office supplies – costs for this project only. Add lines if necessary.
	+ Program supplies – direct costs that are for this project only. Promotional materials are allowed however costs such as t-shirts, hats, pens, and other items with the company’s logo that are handed out are not allowable.
	+ Training – training costs directly associated with this project
	+ Travel In state – Only travel directly associated with this project. Reimbursement of mileage cannot exceed the current federally approved reimbursement rate.
	+ Travel out of state – Only travel directly associated with this project. This travel must be pre-approved by the designated contract manager prior to it occurring. Per diem cannot exceed the currently federally approved reimbursement rate. Flights and lodging should be done in consideration of best practices for lowest price.
	+ Rent – Only rent directly associated with this project can be charged. If an entire facility is decided to this project, then the total value can be applied. if only a portion of the facility if used then a square footage analysis must be performed to get an approximately percentage of usage. That percentage must then be applied to the value of the rent. Backup for this analysis must be submitted along with this budget.
	+ Utilities – The same methodology for rent must be used for utilities.
	+ All 0ther – direct services that do not fit into the above categories. Please use supplemental tab and the value will calculate to the main page.
	+ Vendors – Vendor contracts are considered ancillary contract to the spirit of the award. For example, if this is a contract to perform clinical services and there is a subcontract for data collection then this is a vendor contract. Please refer to your contract manager with any questions. Please fill out vendor award tab and the value will calculate to the main page
	+ Indirect on Direct services – this will calculate automatically when the Indirect rate percentage is entered.
	+ Subawards – Contracts that within the spirit of the overall project that are not ancillary to the initial service. For example, if this contract was for residential services and you had an agreement with a detox facility this would be a subaward.
	+ Indirect on subawards – Indirect on subawards can only be calculated on contracts over $25,000. On these contracts your indirect percentage is only applied to the first $25,000 of the award amount. You cannot collect indirect on the entire value of a subaward contract.