

Budget Template Directions

Global Gateway (GG) Faculty Research Awards (GGFRAs)

These budget templates are provided for applicants to the Global Gateway Faculty Research Awards program. The intention is to improve convenience of use and enhance communication regarding budget requests.

For any questions, please contact Heather H. Boyd, Research Development Program Director, at hboyd@nd.edu or 574-631-4104.

Organization of the Templates

There are two templates available for use: Notre Dame Research (NDR) GG Award Budget Template for fellowship awardees and NDR GG Award Budget Template for research grant awardees. NDR GG Award Budget Template for fellowship awardees is designed for Notre Dame (ND) faculty who receive the GG Award as a fellowship. The NDR GG Award Budget Template for research grant awardees is designed for ND faculty who receive the award as a research grant.

The templates are organized with personnel costs at the top and non-personnel costs at the bottom. Please enter your numeric budget request into the yellow cells. Fringe benefit amounts will be calculated automatically for you in the locked cell of the spreadsheet. The yellow shaded cells and the budget justification cell are editable; the remaining cells on the template have been locked to editing to ensure that the budgets submitted will be received in a consistent format.

Total requested costs for the project will also be automatically calculated for you. The maximum award amount for the GGFRAs is \$50,000 USD. Please do not exceed the appropriate amount in your budget request. A “Current Budget Request Status” cell has been included near the top of the budget template to indicate whether your requested budget has exceeded, equals, or is less than the maximum award amount.

For the fellowship budget template, a Fellowship Transfer-out is included in the non-personnel section. Please enter the amount requested by your College or School (please contact your College or School).

The difference between this amount and the maximum amount of \$50,000 can be budgeted among other categories. Please enter your numeric budget request into the yellow highlighted cells.

For applicants from the College of Arts and Letters: please enter \$30,000 if you are an Assistant Professor and \$40,000 if you are an Associate or Full Professor. This sum will be supplemented to the full amount of your salary by the College. The remaining \$10,000 to \$20,000 can be budgeted for other expenses.

For the research grant template, the Fellowship Transfer-out section is not included in the form. A maximum of \$50,000 can be budgeted among the different categories. Please enter numeric budget request into the yellow highlighted cells.

Please include a brief budget justification in the cell labeled “Budget Justification” at the bottom of the worksheet. The budget justification should briefly describe why you have requested these funds. For example, a \$2,000 supplies request could be described as “\$2,000 is requested in the supplies category to purchase...”

Please Note

If you would like to request funds that are not reflected in the template, please include your numeric amount in the “Supplies” category and then describe the request in the budget justification section.