

Budget Template Directions

These budget templates are provided for applicants to the **2019 Global Gateway Faculty Research Awards Program**. The intention is to improve convenience of use and enhance communications regarding budget requests.

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

Organization of the Templates

The template is 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 on the row for Total Funds Requested at the bottom of the budget amounts to indicate whether your requested budget has exceeded, equals, or is less than the maximum award amount.