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Faculty Research Support Programs (FRSP)

These budget templates are provided for regular faculty of all disciplines and research experience levels at the University of Notre Dame. Our intention is to provide convenience to you and to improve communication regarding budget requests. Should you have questions, contact Heather H. Boyd, Research Development Program Director, at hboyd@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 be automatically calculated for you also. The maximum costs awarded in the FRSP Initiation and Regular competitions are $10,000 and $100,000, respectively. 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 notify you when your requested budget has exceeded, equals or is less than the maximum award amount.

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 are requested in the supplies category to purchase…."

Please Note

If you would like to request funds that are not reflected in the template, include your request in the supplies category and then describe the request in the budget justification section.

Helpful Tips

Some budgets will use one or a few of the lines provided, depending on the project. Not every budget category needs to be completed. For example, if it is appropriate for your project, request only supplies.

The "User Fees for Core Facilities" category is for facility or equipment usage fees charged for using the research cores. A list of the research cores is available on the following website: https://research.nd.edu/our-research/facilities-and-resources