



Project Budget Template - New Project

Project budget start date (month & year):

Month

Year

Project budget end date (month & year):

Use standard distribution - 50% Salary, 45% Materials and Supplies, 5% Travel

Expense Categories	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5
Salaries & Scholarships					
Personnel (Salary, Fellowships, Scholarships)					
Non-Salaries					
Furniture & Equipment - Capital					
Materials & Supplies					
Purchased Services					
Travel					
Overhead					

Expense Subtotal

Budgets can be entered by percentage or amounts