

**BUDGET EXAMPLE - Tab 1**

**Fiscal Year:** 2014/15

**Project Title:** Example Budget Spreadsheet

**Project Lead:** Dr. Jane Smith

<b>Expenditure Description</b>	<b>Budget Requested (\$)</b>	<b>Justification for Expenditures</b>
<b>A. Personnel Services</b>		
0.5 FTE Research Coordinator x \$60,000 per year including benefits paid at 25%	\$30,000	The Research Coordinator will be responsible for coordinating all aspects of the research project.
1.0 FTE Research Analyst x \$60,000 per year including benefits paid at 25%	\$60,000	The Research Analyst is responsible for conducting the literature review and synthesis of the research project.
<b>B. Supplies and Services</b>		
Teleconference line	\$500	A teleconference line will be required to conduct interviews with the project participants.
Office supplies	\$1,000	Paper, pens, printer cartridges, photocopying, postage.
Journal articles	\$1,000	Purchasing journal articles for literature review.
<b>C. Travel and Meetings</b>		
Travel for Project Lead	\$2,000	Travel costs for Project Lead
Travel to present literature review	\$2,000	Travel costs for Project Lead and Analyst to present literature review to the ministry and other knowledge users.
<b>D. Equipment</b>		
2 Laptop computers	\$1,500	Laptops are required for the Research Coordinator and Research Analyst to work on the project, compile data, and generate reports.
1 Printer	\$500	
<b>E. Other</b>		
<b>F. Applied Health Research Questions</b>		
25% of direct research costs	\$24,625	
<b>G. Indirect costs</b>		
20% of direct research costs, including AHRQ	\$24,625	
<b>Total Project Costs for 2014/15</b>	<b>\$147,750</b>	

**BUDGET - EXAMPLE - Tab 2**

**Fiscal Year:** 2015/16

**Project Title:** Example Budget Spreadsheet

**Project Lead:** Dr. Jane Smith

Expenditure Description	Budget Requested (\$)	Justification for Expenditures
<b>A. Personnel Services</b>		
1.0 FTE Research Coordinator x \$60,000 per year including benefits paid at 25%	\$60,000	The Research Coordinator will be responsible for coordinating all aspects of the research project.
1.0 FTE Research Analyst x \$60,000 per year including benefits paid at 25%	\$60,000	The Research Analyst is responsible for data collection and analyzing the data collected.
<b>B. Supplies and Services</b>		
Teleconference line	\$500	A teleconference line will be required to conduct interviews with the project participants.
Office supplies	\$1,000	Paper, pens, printer cartridges, photocopying, postage.
Open access journal publication	\$2,000	Cost of open access journal publication
<b>C. Travel and Meetings</b>		
Travel for Project Lead	\$5,000	Travel for data collection for the project lead. 10 trips x \$500/trip (mileage/gas/flight/train costs + hotel cost @ \$150/night)
Conference travel	\$1,000	For knowledge translation and exchange - Registration and travel costs for the Researchers Conference in Ottawa
<b>D. Equipment</b>		
<b>E. Other</b>		
Honoraria for participants	\$500	100 gift cards for participants x \$5 each
<b>F. Applied Health Research Questions</b>		
25% of direct research costs	\$32,500	
<b>G. Indirect costs</b>		
20% of direct research costs, including AHRQ	\$32,500	
<b>Total Project Costs for 2015/16</b>	<b>\$195,000</b>	

**BUDGET - EXAMPLE - Tab 3**

**Budget Summary**

**Project Title:** Example Budget Spreadsheet

**Project Lead:** Dr. Jane Smith

<b>Budget Category</b>	<b>2014/15 (FY 1 of 2)</b>	<b>2015/16 (FY 2 of 2)</b>	<b>Total Budget Requested</b>
<b>A. Personnel Services</b>	\$90,000	\$120,000	\$210,000
<b>B. Supplies and Services</b>	\$2,500	\$3,500	\$6,000
<b>C. Travel and Meetings</b>	\$4,000	\$6,000	\$10,000
<b>D. Equipment</b>	\$2,000	\$0	\$2,000
<b>E. Other</b>	\$0	\$500	\$500
<b>F. AHRQ</b>	\$24,625	\$32,500	\$57,125
<b>G. Indirect Costs</b>	\$24,625	\$32,500	\$57,125
	\$147,750	\$195,000	\$342,750

\* Please add worksheet tabs and columns for additional fiscal years, as required.

EXAMPLE