

WRS Prelim Written Exam – Generic Budget for Proposal

Students, if you use this generic form for the budget portion of the preliminary written exam (grant proposal), you should adhere to the following format.

Include an accounting of the total costs, and a justification of those costs, for the five categories listed below. It is not necessary to include fringe benefits or indirect costs in the budget.

Personnel Salaries

List titles of all people that will do the project, the estimated number of hours they will work, the estimated costs per person, and a brief description (1 sentence per person) of the work that they will do.

Equipment

List all major pieces of equipment (>\$5,000/item) that will be purchased for the project, the estimated costs of each piece of equipment, and a brief description (1 sentence per piece of equipment) of how the equipment will be used.

Supplies

List the general supplies that will be needed for the project, the estimated costs per supply category, and a brief description (2-3 sentences total for all supplies) of how the supplies will be used.

Travel

List locations of travel, estimated numbers of trips, costs of trips, and a brief description (2-3 sentences) of how the trips will benefit the project.

Services or Consultants

List services or consultants that will be contracted on the project, the names and locations of the service providers, the estimated costs, and a brief description (2-3 sentences) of how the products will benefit the project.