

## **University of Notre Dame**

### **Budget Template Directions – Faculty Research Support Programs FY12**

These budget templates are provided for FRSP-eligible 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 shared understanding regarding budget requests. Should you have questions, contact Heather H. Boyd, Research Development Program Director, at [hboyd@nd.edu](mailto:hboyd@nd.edu) or 631-4104.

#### ***Organization of the Templates***

The template is organized with personnel costs in the top half and non-personnel costs in the bottom half. Enter your numeric budget request and your budget justification in the yellow-shaded cells.

Fringe benefit amounts will be calculated automatically for you in the locked cell of the spreadsheet.

Note that all values will be rounded to the nearest dollar.

Total requested costs for the project will be automatically calculated for you as you complete the template. The maximum budget requests in the FRSP Initiation and Regular competitions are \$10,000 and \$100,000, respectively. A “Current Budget Request Status” cell notifies you whether your requested budget exceeds, is equal to or is less than the maximum amount. The “Total Funds Requested” cell will display a red font if your request exceeds the maximum 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 “I request \$2,000 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 in the template provided, depending on the project.

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:

<http://www.nd.edu/research/research-cores/>