Please use either the short or long form.

The long form has more lines to accommodate additional personnel and subawards. However, either form can b used along with the tabs that allow for listing of additional personnel and subawards.

Should you find any issues with this worksheet, pleas inform Sponsored Programs at ext. 5363 or sponsoredprograms@hamptonu.edu.

Likewise, suggestion are encouraged!

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estions

			ON UNIVERS	SITY			
Review Date: PI/PD:		acking #/Banner #:				D 1 A 201	0
HU Account	Agency:	Year 1	Year 2	Year 3	Year 4	Year 5	GRAND
Codes	S, WAGES & FRINGE BENEFITS:	Teal 1	1 cai 2	Tear 3	Teal 4	Teal 5	TOTAL
	ase Time (IDC and fringe/payroll benefits app	ly)					
6048							\$ -
6048 6048	See 6048-Release Time Tab for breakdown	_	_	_	_	_	_
	Total Release Time (6048):	-	-	-	-	-	-
<b>6001 - Sala</b> 6001	ry Support (IDC and fringe/payroll benefits a	pply)					
6001							-
6001	See 6001-Salary Support Tab for breakdown	-	-	-	-	-	-
6101	Total Salary Support (6001):	-	-	-	-	-	-
6101	Outside Labor - Short Term/Temp (IDC and fringe/payroll benefits apply)						-
6104	Outside Labor - External (IDC applies - No fringe/payroll benefits)						-
6151	Wages - HU Student Regular						-
	(IDC applies - No fringe/payroll benefits) <b>Total Student and Outside Wages</b>		_			_	
	TOTAL SALARIES & WAGES						
6208	FRINGE BENEFITS 15.46%	•			_	•	_
6208	+/- Fringe to adjust for rounding only						
6208	TOTAL - FRINGE BENEFITS	-	-	-	-	-	-
6210	PAYROLL BENEFITS 7.65% Total Fringe/Payroll Benefits (6208/6210	-	-	-	-	-	-
тот	TAL SALARIES, WAGES & BENEFITS	-	-	-	-	-	-
EQUIPME	NT (Items costing \$5000 or more) & OTHE	I I <b>R -</b> No IDC app	I blied to this cate;	I I gory			
Click cell an	d select appropriate category from drop-dowr	list:		П			
							-
TOT	TAL EQUIPMENT & OTHER	-	-	-	-	-	-
TRAVEL (	IDC applies):						
	Employee Travel						-
7405 7410	Employee Travel - Foreign Travel - Non-Employee						-
7420	Travel - Non- Employee Foreign						-
тот	AL TRAVEL	-	-	-	-	-	-
	ANT/STUDENT SUPPORT COSTS (No II	OC applied to the	is category)				
	HU Student Stipends HU Student Aid (tuition, room & board)						-
7107	Participant Costs						-
7455	Travel - HU Student - Domestic						-
add travel categories							-
	AL PARTICIPANT/STUDENT SUPPORT	-	-	-	-	-	-
	DIRECT COSTS: (IDC applies)						
7001 7201	Consulting Office Supplies						
7210	Other Supplies						-
7501 7511	Printing (Publications)						-
7511 7517	Repairs to Equipment Copying						
7565	Meal Support						-
7582 7586	Membership Software						-
7793	Grant Equipment (Less than \$500)						] [
	HU Equip/Fed Supplies (\$500 - \$4999)			П			-
Additional of add other	direct costs - click cell and select appropriate co	ategory from dro	op-down list:	11			
add other direct costs							[ .
categories							-
							-
тот	TAL OTHER DIRECT COSTS	-	-	-	-	-	-
TOTAL D	IRECT COSTS	-	-			-	
	MODIFIED TOTAL DIRECT COSTS	_	-	-	-	-	-
7605	Indirect costs 50.00%	_	_	_	_	_	_
7605	+/- IDC to adjust for rounding only						-
7605	TOTAL INDIRECT COSTS	-	-	-	-	-	-
TOTAL D	DIRECT AND INDIRECT COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	gement: Please acknowledge, via your signa	ature, that the I	HU account cod	le allocations are	accurately repr	esented.	
PI/PD:			Grants Man	agement:			

***Pleas	se be certain to obtain both pages of the budge	t***	***Please be certain to obtain both pages of the budget**				
			ON UNIVERSI lget Template	TY			
Review Date:	Tra	acking #/Banner #:		_			
PI/PD:	Agency:				]	Revised August 201	9
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
SALARIE	ES, WAGES & FRINGE BENEFITS:						
	Use 6048 for Release Time or 6001 for Sala	ry Support and	l Summer Salar	y Support:			
6048 - Rele	ease Time (IDC and fringe/payroll benefits app	ly)					
6048							\$ -
6048							-
6048							-
6048							-
6048	See 6048-Release Time Tab for breakdown	-	-	-	-	-	-
	Total Release Time (6048):	-	-	-	-	-	-
6001 - Sala	ry Support (IDC and fringe/payroll benefits a	oply)					
6001							-
6001							-
6001							-
6001							-
6001	See 6001-Salary Support Tab for breakdown	-	-	-	-	-	-
	Total Salary Support (6001):	-	-	-	-	-	-
6101	Outside Labor - Short Term/Temp						-
	(IDC and fringe/payroll benefits apply)						
6104	Outside Labor - External						-
	(IDC applies - No fringe/payroll benefits)						
	1						

6151

6208

6208

6208 **6210** 

7581

7710

7715

7720 7730

7735

7740

7750

7795

7796

7797

7401

7405 7410

7420

7101

7105

7106

Wages - HU Student Regular

FRINGE BENEFITS

PAYROLL BENEFITS

Rent Allowance

TOTAL SALARIES, WAGES &

Communication Equipment

Computer Equipment Scientific Equipment

Office Equipment

Other Equipment

Leased Equipment

TOTAL EQUIPMENT & OTHER

Leased Building

Employee Travel

Employee Travel - Foreign

Travel - Non- Employee Foreign

HU Student Aid (tuition, room & board)

Travel - Non-Employee

TOTAL TRAVEL

**HU Student Stipends** 

Motor Vehicles

Furniture

**TRAVEL** (IDC applies):

Renovation

**TOTAL SALARIES & WAGES** 

+/- Fringe to adjust for rounding only TOTAL - FRINGE BENEFITS

(IDC applies - No fringe/payroll benefits) **Total Student and Outside Wages** 

Total Fringe/Payroll Benefits (6208/6210)

15.46%

7.65%

Preservation

PARTICIPANT/STUDENT SUPPORT COSTS (No IDC applied to this category)

External Stipenany questions or suggestions regarding this template, please contact the Office of Sponsored Programs.

EQUIPMENT (Items costing \$5000 or more) & OTHER - No IDC applied to this category

Review Date:	Tra	acking #/Banner #:					
PI/PD:	Agency:	<del>-</del>				Revised August 201	9
HU Account		Voor 1	Voor 2	Vaca 2			GRAND
Codes		Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
	Participant Costs						-
7109	Trainee Payments (Nursing)						-
7406	Travel -HU Student - Foreign						-
7407	Travel - Non-HU Student - Foreign						-
7420	Travel - Non-EE - Foreign						-
	Participant Travel Travel - HU Student - Domestic						-
7455		_	_	_	-	_	-
ОТИБВ П	TOTAL PARTICIPANT/STUDENT SUPPORT COSTS DIRECT COSTS: (IDC applies)	<u>-</u>	_	-	_	-	-
	Consulting						_
	Professional Fees						_
	Office Supplies						_
	Other Supplies						_
7218	Training						-
7220	Other Supplies - Special						-
	Serials - Library						-
	Books - Library						-
	Continuations - Library						-
	Database/E Journal - Library						-
	Media - Library						-
	Microforms - Library						-
	Preservation - Library						-
	Printing Mortagin a/A desertion a						-
	Marketing/Advertising						-
	Honorariums						-
7505 7507	Fax Tutoring						-
	Repairs to Equipment						_
	Print-Bind-Publication						_
	Copying						_
	Postage						_
	Telephone - Toll Charges						_
	Computer Services						_
	Meal Support						-
7514	Subawards - List individually						
(1)							-
(2)							-
(3)							-
	See Subaward Tab for breakdown	-	-	-	-	- [	- [
	Pharmacy Preceptors						-
	Membership						-
	Software  Pagniting Materials						-
	Recruiting Materials						-
	Grant Equipment (Less than \$500) HU Equip/Fed Supplies (\$500 - \$4999)						-
1194	TOTAL OTHER DIRECT COSTS	_		_		_	-
TOTAL D							
TOTAL D	IRECT COSTS			-			-
	Subaward MTDC						-
	Other MTDC	-	-	-	-	-	-
	MODIFIED TOTAL DIRECT COSTS	-	-	-	-	-	-
7605	Indirect costs 50.00%	_	_	_	_	_	_
7605	+/- IDC to adjust for rounding only						-
7605	TOTAL 7605/INDIRECT COSTS	-	-	-	-	-	-
7607	Indirect costs - subaward	_	_	_	_	_	_
	TOTAL INDIRECT COSTS			_			

Any questions or suggestions regarding this template, please contact the Office of Sponsored Programs.

5 of 11

Review Date:	Tracking	Tracking #/Banner #:					
PI/PD:	Agency:				R		
HU Account Codes	Y	Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
PI/PD:			Grants Manag	gement:			

Use this space if additional lines are required to list persons receiving Release Time.

**6048 - Release Time** (IDC and fringe/payroll benefits apply)

	Name	Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
1							-
2							-
3							-
4							-
5							-
6							-
7							-
8							-
9							-
10							-
11							-
12							-
13							-
14							-
15							-
16							-
17							-
18							-
19							-
20							-
21							-
22							-
23							-
24							-
25							-

<sup>\*</sup>These totals will appear on the Budget Template under Release Time

Use this space if additional lines are required to list persons receiving Salary Support.

**6001- Salary Support** (IDC and fringe/payroll benefits apply)

	Name	Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
1							-
2							-
3							-
4							-
5							-
6							-
7							-
8							-
9							-
10							-
11							-
12							-
13							_
14							-
15							_
16							_
17							_
18							_
19							_
20							-
21							-
22							-
23							_
24							-
25							-

TOTALS	-	-	-	-	-	-

<sup>\*</sup>These totals will appear on the Budget Template under Salary Support

Use this space if additional lines are required to list Subawards

- Subawards (IDC will be charged to the first \$25K of each new subaward)

	Name	Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
1							-
2							-
3							-
4							-
5							-
6							-
7							-
8							-
9							-
10							-
11							-
12							-
13							-
14							-
15							-
16							-
17							-
18							-
19							-
20							-
21							-
22							-
23							-
24							-
25							-

TOTALS	-	-	-	-	-	-

<sup>\*</sup>These totals will appear on the Budget Template under Account 7514 - Subawards

## HAMPTON UNIVERSITY Budget Template

Dovies D-4	m 1. "		Revised Angust 2019				
Review Date:					Re	vised August 2018	
PI/PD: Agency:							
Agency:	Title:						
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
	SALARIES, WAGES & FRINGE BENEFITS:						
	Use 6048 for Release Time or 6001 for Salary S	upport and Sui	nmer Salary Su	ipport:			
6048 - Rele	ease Time (IDC and fringe/payroll benefits apply)						
6048							\$ -
6048							-
6048							-
6048	G <040 P 1						-
6048	See 6048-Release Time Tab for breakdown	-	-	-	-	-	-
	Total Release Time (6048):	-	-	-	-	-	-
6001 - Sala	ry Support (IDC and fringe/payroll benefits apply)						
6001							-
6001							-
6001							-
6001							-
6001							-
6001							-
6001							-
6001	See 6001-Salary Support Tab for breakdown	-	-	-	-	-	-
	Total Salary Support (6001):	-	-	-	-	-	-
6101	Outside Labor - Short Term/Temp						-
	(IDC and fringe/payroll benefits apply)						
6151	Wages - HU Student Regular						-
	(IDC applies - No fringe/payroll benefits)						
	Total (6101 and 6151)	-	-	-	-	-	-
	TOTAL SALARIES	_	_	_	_	_	-
6208	FRINGE BENEFITS 15.46%						
6208	1	-	-	-	-	-	-
6208 6208	+/- Fringe to adjust for rounding only TOTAL - FRINGE BENEFITS						-
6210	PAYROLL BENEFITS 7.65%	-	_	_	-	-	_
0210	Total (6208 and 6210)						
	10tai (0200 and 0210)						
	TOTAL SALARIES, WAGES & BENEFITS	-	-	-	-	-	-
	EQUIPMENT (Items costing \$5000 or more) &	OTHER - No I	DC applied to th	nis category			
	None						
	7581 Rent Allowance						-
	7710 Communication Equipment						-
	7715 Computer Equipment						-
	7720 Scientific Equipment						-
7730	7730 Office Equipment						-
	7735 Other Equipment						-
	7740 Motor Vehicles						
	7750 Furniture						-
	7795 Renovation						-
	7796 Leased Equipment						-
7797	7797 Leased Building						-
	TOTAL EQUIPMENT & OTHER	-	-	-	-	-	-
	TRAVEL (IDC applies):						
7401	Employee Travel						_
	Employee Travel - Foreign						_
7410	Travel - Non-Employee						_
7420	Travel - Non- Employee Foreign						_
	Total	-	-	-	-	-	-
				Į l			
	PARTICIPANT/STUDENT SUPPORT COSTS	(No IDC applie	ed to this categor	ry)			
7101	HU Student Stipends				1 11		-    10 of 1
							_0 0, 1

Review Date:	Tracking #:					Revised August 201	8
PI/PD:	HU Banner #:						
Agency:	Title:						
						T T	GRAND
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
	HU Student Aid (tuition, room & board)						TOTAL
7103	Participant Costs						
7455	Travel - HU Student - Domestic						_
7106	7106 External Stipend						
7406	7406 Travel HU Student Foreign						_
7400	7407 Travel NonHU Student Foreign						
7425	7425 Participant Travel						_
							_
	Total						-
		-	-	-	-	-	-
=004	OTHER DIRECT COSTS:						
7001	Consulting						-
7201	Office Supplies						-
7210	Other Supplies						-
7220	7220 Other Supplies - Special						-
7301	7301 Serials - Library						-
7310	7310 Books - Library						-
7320	7320 Continuations - Library						-
7325	7325 Database/E Journal - Library						-
7330	7330 Media - Library						-
7335	7335 Microforms - Library						-
7340	7340 Preservation - Library						-
7502	7502 Marketing/Advertising						
7505	7505 Fax						-
7519	7519 Postage						-
7523	7523 Telephone - Toll Charges						-
7525	7525 Computer Services						-
7575	7575 Other Expenses Special						-
7576	7576 Pharmacy Preceptors						-
7587	7587 Recruiting Materials						-
7501	Printing (Publications)						-
7511	Repairs to Equipment						-
7517	Copying						-
7565	Meal Support						-
7566	Other Expenses						-
7566	Subawards - List individually						
(1)							-
(2)							-
(3)							-
(4)	See Subaward Tab for breakdown	-	-	-	-	-	-
7582	Membership						-
7586	Software					[ ]	-
7793	Grant Equipment (Less than \$500)						-
7794	HU Equip/Fed Supplies (\$500 - \$4999)						-
	TOTAL OTHER DIRECT COSTS	-	-	-	-	-	-
	TOTAL DIRECT COSTS	_	_	_	_	_	_
	Subaward MTDC						_
	Other MTDC	-	-		-	-	-
	MODIFIED TOTAL DIRECT COSTS	-	-	-	-	-	-
7605	Indirect costs 50.00%	_	_	_	_	_	_
7605	+/- IDC to adjust for rounding only						_
7605	TOTAL 7605/INDIRECT COSTS	_	_	_	_	_	_
7607	Indirect costs - subaward					_	_
	TOTAL INDIRECT COSTS	_	_	-	_	_	_
TOTAL D	DIRECT AND INDIRECT COSTS	\$ -	\$ -	\$ -	-	\$ -	\$ -
Į.	lgement: Please acknowledge, via your signatur	e, that the HU	account code allo	ocations are acc	urately represen	ted.	
PI/PD:		,	Grants Manag		J - F		
1 1/f D;			Grains Maila	gement:			