

Please use either the short or long form.

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

Should you find any issues with this worksheet, please inform Sponsored Programs at ext. 5363 or sponsoredprograms@hamptonu.edu. Likewise, suggestions are encouraged!

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HAMPTON UNIVERSITY Budget Template							
Review Date:		Tracking #/Banner #:					
PI/PPD:		Agency:				Revised August 2019	
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
SALARIES, WAGES & FRINGE BENEFITS:							
6048 - Release Time (IDC and fringe/payroll benefits apply)							
6048							\$ -
6048							-
6048	See 6048-Release Time Tab for breakdown	-	-	-	-	-	-
Total Release Time (6048):		-	-	-	-	-	-
6001 - Salary Support (IDC and fringe/payroll benefits apply)							
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)						-
6151	Wages - HU Student Regular (IDC applies - No fringe/payroll benefits)						-
Total Student and Outside Wages		-	-	-	-	-	-
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)		-	-	-	-	-	-
TOTAL SALARIES, WAGES & BENEFITS		-	-	-	-	-	-
EQUIPMENT (Items costing \$5000 or more) & OTHER - No IDC applied to this category							
Click cell and select appropriate category from drop-down list:							
							-
							-
TOTAL EQUIPMENT & OTHER		-	-	-	-	-	-
TRAVEL (IDC applies):							
7401	Employee Travel						-
7405	Employee Travel - Foreign						-
7410	Travel - Non-Employee						-
7420	Travel - Non- Employee Foreign						-
TOTAL TRAVEL		-	-	-	-	-	-
PARTICIPANT/STUDENT SUPPORT COSTS (No IDC applied to this category)							
7101	HU Student Stipends						-
7105	HU Student Aid (tuition, room & board)						-
7107	Participant Costs						-
7455	Travel - HU Student - Domestic						-
add travel categories							-
TOTAL PARTICIPANT/STUDENT SUPPORT		-	-	-	-	-	-
OTHER DIRECT COSTS: (IDC applies)							
7001	Consulting						-
7201	Office Supplies						-
7210	Other Supplies						-
7501	Printing (Publications)						-
7511	Repairs to Equipment						-
7517	Copying						-
7565	Meal Support						-
7582	Membership						-
7586	Software						-
7793	Grant Equipment (Less than \$500)						-
7794	HU Equip/Fed Supplies (\$500 - \$4999)						-
Additional direct costs - click cell and select appropriate category from drop-down list:							
add other direct costs categories							-
							-
							-
TOTAL OTHER DIRECT COSTS		-	-	-	-	-	-
TOTAL DIRECT COSTS		-	-	-	-	-	-
MODIFIED TOTAL DIRECT COSTS		-	-	-	-	-	-
7605	Indirect costs 50.00%	-	-	-	-	-	-
7605	+/- IDC to adjust for rounding only						-
7605	TOTAL INDIRECT COSTS	-	-	-	-	-	-
TOTAL DIRECT AND INDIRECT COSTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Acknowledgement: Please acknowledge, via your signature, that the HU account code allocations are accurately represented.							
PI/PPD:		Grants Management:					

Review Date:		Tracking #/Banner #:					
PI/PD:		Agency:			Revised August 2019		
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
7107	Participant Costs						-
7109	Trainee Payments (Nursing)						-
7406	Travel -HU Student - Foreign						-
7407	Travel - Non-HU Student - Foreign						-
7420	Travel - Non-EE - Foreign						-
7425	Participant Travel						-
7455	Travel - HU Student - Domestic						-
	TOTAL PARTICIPANT/STUDENT SUPPORT COSTS	-	-	-	-	-	-
OTHER DIRECT COSTS: (IDC applies)							
7001	Consulting						-
7030	Professional Fees						-
7201	Office Supplies						-
7210	Other Supplies						-
7218	Training						-
7220	Other Supplies - Special						-
7301	Serials - Library						-
7310	Books - Library						-
7320	Continuations - Library						-
7325	Database/E Journal - Library						-
7330	Media - Library						-
7335	Microforms - Library						-
7340	Preservation - Library						-
7501	Printing						-
7502	Marketing/Advertising						-
7504	Honorariums						-
7505	Fax						-
7507	Tutoring						-
7511	Repairs to Equipment						-
7515	Print-Bind-Publication						-
7517	Copying						-
7519	Postage						-
7523	Telephone - Toll Charges						-
7525	Computer Services						-
7565	Meal Support						-
7514	Subawards - List individually						-
(1)							-
(2)							-
(3)							-
(4)	See Subaward Tab for breakdown	-	-	-	-	-	-
7576	Pharmacy Preceptors						-
7582	Membership						-
7586	Software						-
7587	Recruiting Materials						-
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 DIRECT AND INDIRECT COSTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Acknowledgement: Please acknowledge, via your signature, that the HU account code allocations are accurately represented.

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

Review Date:		Tracking #/Banner #:					
PI/PD:		Agency:			Revised August 2019		
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
PI/PD:		Grants Management:					

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							-

*TOTALS

- - - - -

*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

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*These totals will appear on the Budget Template under Salary Support

- 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							

	1	2	3	4	5	6
1	1					
2		1				
3			1			
4				1		
5					1	
6						1

***These totals will appear on the Budget Template under Account 7514 - Subawards**

HAMPTON UNIVERSITY

Budget Template

Review Date:		Tracking #:			Revised August 2018		
PI/PD:		HU Banner #:					
Agency:		Title:					
<i>HU Account Codes</i>		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 Support and Summer Salary Support:							
6048 - Release Time (IDC and fringe/payroll benefits apply)							\$ -
6048							-
6048							-
6048							-
6048							-
6048	See 6048-Release Time Tab for breakdown	-	-	-	-	-	-
Total Release Time (6048):		-	-	-	-	-	-
6001 - Salary Support (IDC and fringe/payroll benefits apply)							-
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	+/- Fringe to adjust for rounding only						-
6208	TOTAL - FRINGE BENEFITS	-	-	-	-	-	-
6210	PAYROLL BENEFITS 7.65%	-	-	-	-	-	-
Total (6208 and 6210)		-	-	-	-	-	-
TOTAL SALARIES, WAGES & BENEFITS		-	-	-	-	-	-
EQUIPMENT (Items costing \$5000 or more) & OTHER - No IDC applied to this category							
None							
7581	7581 Rent Allowance						-
7710	7710 Communication Equipment						-
7715	7715 Computer Equipment						-
7720	7720 Scientific Equipment						-
7730	7730 Office Equipment						-
7735	7735 Other Equipment						-
7740	7740 Motor Vehicles						
7750	7750 Furniture						-
7795	7795 Renovation						-
7796	7796 Leased Equipment						-
7797	7797 Leased Building						-
TOTAL EQUIPMENT & OTHER		-	-	-	-	-	-
TRAVEL (IDC applies):							
7401	Employee Travel						-
7405	Employee Travel - Foreign						-
7410	Travel - Non-Employee						-
7420	Travel - Non- Employee Foreign						-
Total		-	-	-	-	-	-
PARTICIPANT/STUDENT SUPPORT COSTS (No IDC applied to this category)							
7101	HU Student Stipends						-

Review Date:		Tracking #:		Revised August 2018			
PI/PD:		HU Banner #:					
Agency:		Title:					
HU Account Codes		Year 1	Year 2	Year 3	Year 4	Year 5	GRAND TOTAL
7105	HU Student Aid (tuition, room & board)						-
7107	Participant Costs						-
7455	Travel - HU Student - Domestic						-
7106	7106 External Stipend						-
7406	7406 Travel HU Student Foreign						
7407	7407 Travel NonHU Student Foreign						
7425	7425 Participant Travel						-
							-
	Total	-	-	-	-	-	-
	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 DIRECT AND INDIRECT COSTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Acknowledgement: Please acknowledge, via your signature, that the HU account code allocations are accurately represented.							
PI/PD:		Grants Management:					