**BUDGET NARRATIVE**

**Project Assumptions**

US Dollars (USD) will be used and applied for all costs incurred.

Other assumptions as needed

**Personnel**

*Position:* Please note position and role in the project. Note how labor was calculated (level of effort and rate, unit calculation with number of units, etc.)

Continue with additional positions

**Fringe Benefits**

*Position:* Please note fringe benefit rate for each applicable position.

Continue with additional positions

**Travel**

Domestic (# of trips)

Insert trip cost details (Visas, Per diem, Air, Transportation, Insurance, Other)

Foreign (# of trips)

Insert trip cost details (Visas, Per diem, Air, Transportation, Insurance, Other)

**Supplies & Services**

Type of expense: Description and cost

Continue for each expense not already covered

**Other Direct Costs**

Type of expense: Description and cost

Include budget for proposed research translation activities. This may include, but is not limited to, funds to hold stakeholder workshops, consultancy fees (e.g. for copy editing briefs or manuals), resources needed to develop the translation products, etc. Note: Funding will only be provided to institutions able to receive US Federal Government funding. As an example, foreign governments are not eligible to receive funding and should not have a budget associated with the Application. Foreign government translation contributions can be applied as cost-share, however.

Continue for each expense not already covered

**Indirect Costs**

Insert rate

Or you may choose the below.

The overhead rate is budgeted at 10% in accordance with USAID guidance 2 CFR, Subpart E, Section 200.414 which any non-Federal entity who have never received a negotiated indirect cost rate to charge a de minimis rate of 10%. This includes xxxxx’s administrative costs, facilities and utilities, business office expenses, and accounting.