**Appendix K**

**Budget Proposal Template**

***Instructions:*** *Applicants must submit a Budget Proposal using this template. The Budget Proposal should be no more than three (3) pages, 11-point font and 1” margins.* ***Applicants may remove instructions, noted in blue, italicized font in this template.***

**Table 1: Budget Proposal for Year 1 by Activity**

*For each Activity, please add a bullet list summarizing the tasks included in your Project Narrative. You may add additional rows if your Project Narrative includes additional activities. List the related deliverables in the second column.*

| **Description of Tasks by Activity**  | **Estimated Cost** |
| --- | --- |
| **Activity 1: Measurement Approach and Plan Development** |  |
| **Activity 2: Data Acquisition** |  |
| **Activity 3: Data Analysis** |  |
| **Activity 4: Generation of Dissemination Products** |  |
| *Add a new row for each additional Activity, if any. Remove this row if there are no additional Activities.* |  |
| **Direct Costs** *If your estimate includes Direct Costs, please provide a bullet list detailing these costs (e.g., travel, subcontractors, data purchases).**Remove this row if there are no Direct Costs.* |  |
| **TOTAL ESTIMATED BUDGET** | *(TOTAL SUM)* |

**Table 2: Expected Commitment on the Project by Team Member**

*Complete the table below for the Project Team members indicated in* ***Appendix H – Statement of Qualifications****. Include their project role, expected commitment (in Full-Time Equivalent, or FTE), and their hourly consulting rate.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member and Job Title** | **Project Role *(Manager, Assistant Manager, Researcher, etc.)*** | **Expected Commitment on the Project (FTE)\*** | **Hourly Consulting Rate****($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*FTE is expressed as the Full Time Equivalent based on a 40-hour work week.
Full-time staff should be expressed as 1.0 FTE, while half time staff on the project should be expressed as .5 FTE

***Instructions for Hourly Consulting Rate*** *Please provide the* ***consulting hourly rate*** *for each team member listed above. This rate should reflect the amount charged to clients for their consulting services, and it will help assess the cost-effectiveness and resource allocation across the project. Do not include internal staff compensation or benefits; this should solely reflect the consulting rate you charge clients.*