**Bass Connections Budget Template for Project Teams**

You may complete this template and upload it to the [online form](https://studentsiss.duke.edu/apply/?sr=a4031fbf-2be8-44ec-acbe-6afbc24bdc97) with your submission. Please note that you may also use your own budget template and/or edit the table below as needed. Please reference the [proposal guidelines](https://bassconnections.duke.edu/fac-team-resources/proposals) for more information about budgets, particularly allowable and unallowable staff/faculty effort.

For budget requests above $30,000, please provide a paragraph that explains why a higher funding level is necessary for the success of this project. Please note that requests for funding above $30,000 should only be used to cover essential project expenses such as research materials, essential labor and research travel. Requests for higher funding amounts will be evaluated with respect to the robustness of student engagement in the project, which can include both the number of student spots available on the team and/or the depth of engagement offered through summer and/or fieldwork experiences.

**Total Budget Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_

| **Cost Category** | **Funding Request** | **Notes (e.g., name of personnel, activities supported)** |
| --- | --- | --- |
| **Payroll-allowable Categories** | | |
| GRADUATE/PROFESSIONAL STUDENT EFFORT:   * PhD teaching or graduate assistants (sugg. range: $20-23.50/hour) * Masters/Professional student assistants (sugg. range: $18-20/hour) | $ |  |
| UNDERGRADUATE STUDENT EFFORT (sugg. range: $16-18/hour) | $ |  |
| POST-DOCTORAL EFFORT | $ |  |
| STAFF/ FACULTY EFFORT ([read proposal guidelines](https://bassconnections.duke.edu/fac-team-resources/proposals) before budgeting this line) |  | *Please provide a justification here but do not include percent effort or other details that would divulge sensitive salary information* |
| FRINGE [Projected fringe for FY 25/26: Staff/Faculty (27%); Postdocs (28.2%); PhD students (8.7%); other students (7.6%)] |  |  |
| **Supplies & Materials** | | |
| INSTRUCTIONAL, RESEARCH OR OFFICE SUPPLIES | $ |  |
| COMPUTERS AND MINOR EQUIPMENT | $ |  |
| **Travel Expenses** | | |
| FIELD TRAVEL – DOMESTIC | $ |  |
| FIELD TRAVEL – INTERNATIONAL | $ |  |
| CONFERENCE FEES AND TRAVEL | $ |  |
| **General Operating & Other Costs** | | |
| PUBLICATION FEES | $ |  |
| DATA ACCESS/[PACE](https://medschool.duke.edu/pace) | $ |  |
| ADVERTISING AND PUBLICITY | $ |  |
| EXPERIMENTAL SUBJECT PAYMENTS | $ |  |
| HONORARIA | $ |  |
| CONTRACT WORK | $ |  |
| PUBLIC RELATIONS | $ |  |
| MEETINGS – BUSINESS | $ |  |
| OTHER – MISC. | $ |  |
| **TOTAL Bass Connections Request** | **$** |  |
| **Other Sources of Project Funds** (Projects with other sources of support are strongly encouraged; please note other awarded, or proposed, funds so that we understand the comprehensive outlay for the project) | | |
| [Source #1] | | |
| [Source #2] (add more lines as needed) | | |
| **Please name a Unit/Business Manager who could administer funds for project, if requested:** | | |
|  | | |
| **Justification for budget requests above $30,000:** | | |
|  | | |