**The budget narrative is now in the Application packet (which consists of the applicant’s information, project narrative, and budget narrative. It should be submitted as one file).**

**Part III. Budget Narrative**

In 3 pages or less, please detail, explain, and justify the costs in the associated budget. The narrative should detail how and why each figure in the budget was determined. Please no not simply relist the line items from the budget without justification.

***Core Project:*** *Please identify all the positions in your organization that you propose be included in USRF grant support and explain what role each plays in the project, including percentage of effort toward the proposed project. Provide the salary and fringe for each position and the amount the grant would cover. Please detail, explain, and justify staff travel, if any, relating such travel to project objectives and activities. Identify the operations costs of your organization that would be used to implement the project and that you propose be paid for by the grant.*

E.g. XX, Project Director: Responsible for oversight of the project. S/he will handle all project stages from the application through to conclusion. S/he makes all the necessary arrangements with lecturers, tutors, participants, and partners and is developing the curriculum for the three-week study program. Upon completion of the study program s/he will oversee participants’ progress with their assignments and their interaction with supervisors. Typical working hours per week range from 20 to 50 depending on the stage of the project. We assess her effort at 50%. Expected salary is set at $1200/month incl. tax.

XX, Project Assistant: Handles all administration and routine communication throughout the life of the project. She/he will make necessary travel and accommodation arrangements for tutors, participants, and guest lectures and will provide administrative support and assistance to the Project Director. We assess her/his effort at 30%. Expected salary is $600/month incl. tax.

Banking fees, postal expenses, and communication (telephone) costs for project staff.

We plan to use other funding to cover the following expenses: Travel and accommodation for project staff and two interns.

***Conferences and Meetings:*** *Please list all conferences and meetings the proposed project requires in its activities plan, including planned locations and duration. Identify the number of participants, and explain how you arrived at the costs listed in the proposed budget. Justify any “other” budget entries in terms of their role in successful meetings. Note: Do not include staff travel – that would be included in Section I.*

E.g. The length of the study program is 21 days (days of arrival and departure are not counted). The maximum number of participants is 30 (15 from the US; 15 from Russia).

During fifteen working days, participants attend lectures, discussions, and case study workshops and participate in extracurricular activities and cultural events to promote team bonding and expand cultural understanding. Most lectures and training are held at XX. XX will provide venues and classrooms on a pro bono basis for the study program. XX has also confirmed its commitment to provide accommodation for all participants. On weekends, we will offer our participants sightseeing tours and special cultural events. Some days off are also intended for participants to complete reading and writing assignments.

Travel costs (economy class only):

* 15 Students from Russia – up to $600 for travel (incl. regions)
* 15 students from the U.S. – up to $1200 for travel
* Lecturers from around the world– up to $900 (average estimate)

Ground transportation (site visits and cultural trips for the group, transfer from and to the airport): $5000

Accommodation costs (only for lecturers): up to 5 nights, up to $60 per night

Meals (three meals per day for the group of 30 participants, staff, lecturers): up to $50 per person per day - $33000

***Publications & Educational Products:*** *Please detail, explain, and justify expenses for production and dissemination of any material products of the project, including web-based products.*

E.g. Study materials (pre-print and printing, SMM if needed for testing - for 30 participants) - $3000 (the estimate is $100 per participant for the study program)

***Fees, Tuition, and Scholarships:*** *Please detail, explain, and justify any amount proposed to be provided as part of the project, whether to project staff, participants, or beneficiaries.*

***Other Program Activities:*** *Please detail, explain, and justify any other costs required to implement the project that may not fit into the standard budget categories above.*

***Indirect Costs****: Indirect Costs requested of USRF may be no more than 15% of Direct Costs [subtotal of Sections I to V]. Please do not include Subcontracting & Consultants in this calculation.*

***Subcontracting & Consultants:*** *Please identify any non-employee personnel you propose to compensate for work on the proposed project. Justify compensation rates and the amount of time each will work on the proposed project.*

E.g. For the study program, we plan to hire up to 20 lecturers/experts/trainers as consultants on the project. Their responsibilities include:

* Promotion of the project, in particular, at the initial application stage;
* Selection of candidates;
* Up to 10 academic hours of lectures /trainings/case study workshops during the study program (two-four working days per week);
* Up to 30 hours of distance learning upon the end of the study program to assist participants with their journalistic assignments
* The average fee for lecturers is estimated at 600 dollars incl. tax.